

October 1, 2010 Submission--DRAFT

Department of Social Services

Fiscal Year 2012

Budget Request

Support Divisions

Ronald J. Levy, Director

Page No.	Dept Rank	Decision Item Name	Department Request				
			FTE	GR	FF	OF	Total
		Office of the Director					
2	1	Core	6.00	326,906	11,832	55,693	394,431
		<i>Total</i>	6.00	326,906	11,832	55,693	394,431
		Federal Grants and Donations					
10	1	Core	0.00	0	5,929,960	24,998	5,954,958
16	16	Increased Federal Authority		0	30,000,000	0	30,000,000
		<i>Total</i>	0.00	0	35,929,960	24,998	35,954,958
		Human Resource Center					
22	1	Core	11.52	298,770	227,144	0	525,914
		<i>Total</i>	11.52	298,770	227,144	0	525,914
		Field and Line Staff Training					
32	1	Core	0.00	113,234	131,840	0	245,074
		<i>Total</i>	0.00	113,234	131,840	0	245,074
		Finance and Administrative Services					
40	1	Core	81.50	2,408,744	1,282,679	1,565,132	5,256,555
		<i>Total</i>	81.50	2,408,744	1,282,679	1,565,132	5,256,555
		Revenue Maximization					
54	1	Core	0.00	0	250,000	0	250,000
		<i>Total</i>	0.00	0	250,000	0	250,000
		Receipt & Disbursement - Refunds					
61	1	Core	0.00	0	1,700,000	800,000	2,500,000
		<i>Total</i>	0.00	0	1,700,000	800,000	2,500,000
		Neglected & Delinquent Children					
68	1	Core	0.00	2,100,000	0	0	2,100,000
		<i>Total</i>	0.00	2,100,000	0	0	2,100,000
		Legal Services					
75	1	Core	125.97	1,609,448	3,675,444	834,143	6,119,035
		<i>Total</i>	125.97	1,609,448	3,675,444	834,143	6,119,035
		<i>Supports Core Total</i>	224.99	6,857,102	13,208,899	3,279,966	23,345,967
		<i>Total Supports</i>	224.99	6,857,102	43,208,899	3,279,966	53,345,967

Office of Director

FY12 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
OFFICE OF DIRECTOR								
CORE								
PERSONAL SERVICES								
GENERAL REVENUE	334,044	4.59	286,483	4.74	286,483	4.74	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	12,448	0.17	10,403	0.26	10,403	0.26	0	0.00
CHILD SUPPORT ENFORCEMENT FUND	47,391	0.65	39,213	1.00	39,213	1.00	0	0.00
TOTAL - PS	393,883	5.41	336,099	6.00	336,099	6.00	0	0.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	43,200	0.00	40,485	0.00	40,423	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	654	0.00	1,429	0.00	1,429	0.00	0	0.00
CHILD SUPPORT ENFORCEMENT FUND	16,408	0.00	16,480	0.00	16,480	0.00	0	0.00
TOTAL - EE	60,262	0.00	58,394	0.00	58,332	0.00	0	0.00
TOTAL	454,145	5.41	394,493	6.00	394,431	6.00	0	0.00
GRAND TOTAL	\$454,145	5.41	\$394,493	6.00	\$394,431	6.00	\$0	0.00

CORE DECISION ITEM

Department: Social Services
 Division: Office of Director
 Core: Office of Director

Budget Unit: 88712C

1. CORE FINANCIAL SUMMARY

FY 2012 Budget Request				
	GR	Federal	Other	Total
PS	286,483	10,403	39,213	336,099
EE	40,423	1,429	16,480	58,332
PSD				
TRF				
Total	326,906	11,832	55,693	394,431
FTE	4.74	0.26	1.00	6.00

Est. Fringe	159,428	5,789	21,822	187,039
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Child Support Enforcement Collections Fund (0169)

FY 2012 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				
FTE				

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

2. CORE DESCRIPTION

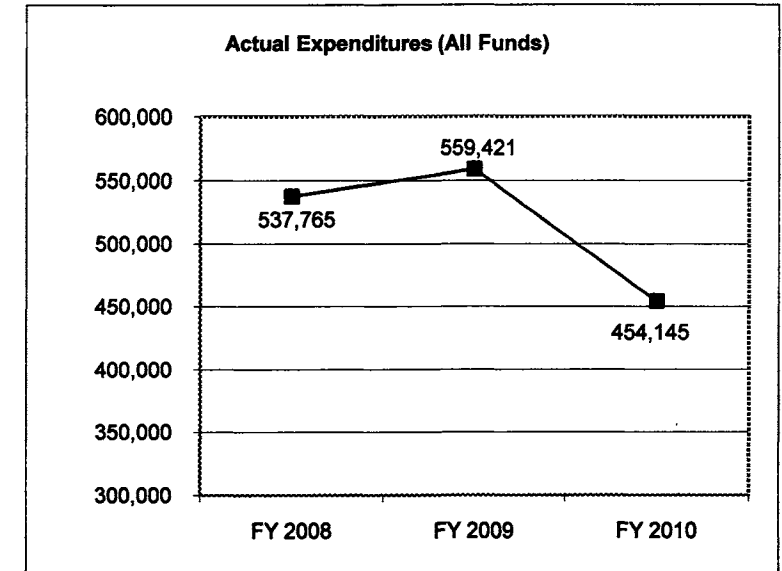
Core operating budget for the Office of the Director.

3. PROGRAM LISTING (list programs included in this core funding)

Office of the Director.

4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.
Appropriation (All Funds)	553,766	567,056	468,663	394,493
Less Reverted (All Funds)	(14,321)	(3,721)	(13,443)	N/A
Budget Authority (All Funds)	539,445	563,335	455,220	N/A
Actual Expenditures (All Funds)	537,765	559,421	454,145	N/A
Unexpended (All Funds)	1,680	3,914	1,075	N/A
Unexpended, by Fund:				
General Revenue	1,187	3,823	214	N/A
Federal	431	9	777	N/A
Other	62	82	84	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

OFFICE OF DIRECTOR

5. CORE RECONCILIATION DETAIL

				Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES										
				PS	6.00	286,483	10,403	39,213	336,099	
				EE	0.00	40,485	1,429	16,480	58,394	
				Total	6.00	326,968	11,832	55,693	394,493	
DEPARTMENT CORE ADJUSTMENTS										
Core Reduction	998	4334	EE		0.00	(62)	0	0	(62)	FY11 expenditure restriction for mileage and prof services
Core Reallocation	469	4333	PS		0.00	0	0	0	(0)	
Core Reallocation	469	3577	PS		0.00	0	0	0	0	
Core Reallocation	469	2956	PS		0.00	0	0	0	0	
NET DEPARTMENT CHANGES					0.00	(62)	0	0	(62)	
DEPARTMENT CORE REQUEST										
				PS	6.00	286,483	10,403	39,213	336,099	
				EE	0.00	40,423	1,429	16,480	58,332	
				Total	6.00	326,906	11,832	55,693	394,431	
GOVERNOR'S RECOMMENDED CORE										
				PS	6.00	286,483	10,403	39,213	336,099	
				EE	0.00	40,423	1,429	16,480	58,332	
				Total	6.00	326,906	11,832	55,693	394,431	

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88712C	DEPARTMENT: Social Services
BUDGET UNIT NAME: Office of Director	DIVISION: Office of Director

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	\$336,099	25%	\$84,024
	E&E	\$58,332	25%	\$14,583
<i>Total Request</i>		\$394,431		\$98,607

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 25% flexibility for all funds between personal services and expense and equipment.	25% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
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25% flexibility granted for all appropriations, funds were not utilized.

Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

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DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
OFFICE OF DIRECTOR								
CORE								
STATE DEPARTMENT DIRECTOR	120,001	1.00	120,000	1.00	120,000	1.00	0	0.00
DEPUTY STATE DEPT DIRECTOR	102,612	1.00	102,612	1.00	102,612	1.00	0	0.00
DESIGNATED PRINCIPAL ASST DEPT	68,250	1.00	0	1.00	34,125	0.50	0	0.00
MISCELLANEOUS PROFESSIONAL	589	0.01	0	0.00	0	0.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	102,431	2.40	113,487	3.00	79,362	3.50	0	0.00
TOTAL - PS	393,883	5.41	336,099	6.00	336,099	6.00	0	0.00
TRAVEL, IN-STATE	7,251	0.00	4,769	0.00	5,992	0.00	0	0.00
TRAVEL, OUT-OF-STATE	5,975	0.00	7,462	0.00	3,000	0.00	0	0.00
SUPPLIES	13,391	0.00	12,693	0.00	12,693	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	20,135	0.00	12,156	0.00	16,947	0.00	0	0.00
COMMUNICATION SERV & SUPP	10,804	0.00	10,504	0.00	10,504	0.00	0	0.00
PROFESSIONAL SERVICES	979	0.00	6,159	0.00	5,103	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	96	0.00	60	0.00	61	0.00	0	0.00
M&R SERVICES	461	0.00	1,291	0.00	1,011	0.00	0	0.00
OFFICE EQUIPMENT	0	0.00	1,004	0.00	1,004	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	369	0.00	369	0.00	0	0.00
BUILDING LEASE PAYMENTS	50	0.00	76	0.00	77	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	1,095	0.00	1,351	0.00	1,071	0.00	0	0.00
MISCELLANEOUS EXPENSES	25	0.00	500	0.00	500	0.00	0	0.00
TOTAL - EE	60,262	0.00	58,394	0.00	58,332	0.00	0	0.00
GRAND TOTAL	\$454,145	5.41	\$394,493	6.00	\$394,431	6.00	\$0	0.00
GENERAL REVENUE	\$377,244	4.59	\$326,968	4.74	\$326,906	4.74		0.00
FEDERAL FUNDS	\$13,102	0.17	\$11,832	0.26	\$11,832	0.26		0.00
OTHER FUNDS	\$63,799	0.65	\$55,693	1.00	\$55,693	1.00		0.00

6

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Office of Director

Program is found in the following core budget(s): Office of Director

1. What does this program do?

PROGRAM SYNOPSIS: The role of the Office of the Director is to provide leadership and direction for nearly 7,700 employees of the six divisions of the Department of Social Services (DSS).

In its leadership role, the Office of the Director operates using the guiding principles of:

- Results for the people of Missouri;
- Excellence in customer service;
- Proficiency of performance;
- Integrity of stewardship; and
- Accountability

Four program divisions (Children's Division, Family Support Division, Division of Youth Services and MO HealthNet Division) and two support divisions (Divisions of Finance and Administrative Services and Legal Services) report to the Office of the Director. The Office of the Director oversees and coordinates the divisions' programs and services to meet Department goals that:

- Every Missouri child will be safe and live free from child and abuse.
- Every young person served by DYS will become a productive citizen and lead a fulfilling life.
- Every MO HealthNet participant has access to high quality, cost effective health care.
- Every eligible Missourian has access to supports that assist them in overcoming barriers to self reliance.
- DSS will operate with responsiveness, accountability and respect for the public trust.

Department of Social Services current focus areas include:

1. Implementing a strategic plan to improve DSS performance and operations. Key plan objectives include:
 - Develop and implement of a comprehensive plan to revamp and reengineer Medicaid Program Integrity.
 - Increase TANF (Temporary Assistance for Needy Families) work participation rate.
 - Maximize economies of scale in the child support program by piloting specialized-service offices.
 - Consolidate Family Support Division and Children's Division office space to ensure customer access to services, increase efficiencies in staff usage and realize cost savings
 - Consolidate DSS financial operations to streamline processes, gain operational efficiencies and strengthen the "bench" of DSS financial managers.
 - Develop and implement a comprehensive internal communications plan to better inform and engage staff.
 - Restructure and formalize child fatality critical incident review process.
 - Analyze and revamp Medicaid reimbursement methodologies to manage costs and promote quality.
 - Increase community engagement in Division of Youth Services programs to help youth successfully transition to from the juvenile justice system to the community.
2. Implementation of the federal law under affordable Care Act (ACA) of 2010.
3. Develop and implement a statewide health information exchange (Missouri Health Information Organization [MHIO] and support utilization of electronic health records (Missouri Office of Health Information Technology [MO-HITECH] and Medicaid).

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute RSMo. 660.010.

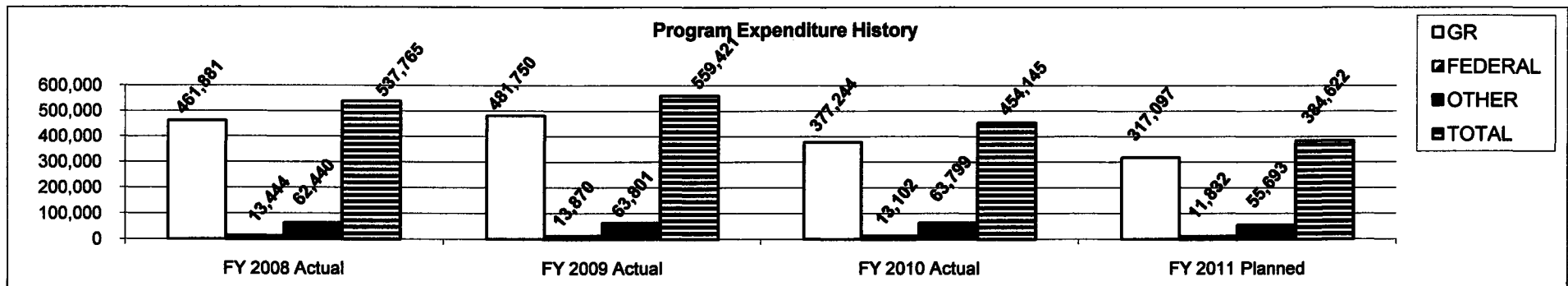
3. Are there federal matching requirements? If yes, please explain.

There is no federal matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Child Support Enforcement Collections Fund (0169)

7a. Provide an effectiveness measure.

The Office of the Director supports all Department of Social Services programs. Efficiency measures will be found in the departmental division sections.

7b. Provide an efficiency measure.

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

Federal Grants and Donations

FY12 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
FEDERAL GRANTS & DONATIONS									
CORE									
PERSONAL SERVICES									
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	1	0.00	1	0.00	0	0.00	
FAMILY SERVICES DONATIONS	0	0.00	1	0.00	1	0.00	0	0.00	
YOUTH SERVICES TREATMENT	0	0.00	1	0.00	1	0.00	0	0.00	
TOTAL - PS	0	0.00	3	0.00	3	0.00	0	0.00	
EXPENSE & EQUIPMENT									
DEPT OF SOC SERV FEDERAL & OTH	4,017,032	0.00	2,769,002	0.00	2,769,002	0.00	0	0.00	
FAMILY SERVICES DONATIONS	0	0.00	13	0.00	13	0.00	0	0.00	
YOUTH SERVICES TREATMENT	0	0.00	13	0.00	13	0.00	0	0.00	
TOTAL - EE	4,017,032	0.00	2,769,028	0.00	2,769,028	0.00	0	0.00	
PROGRAM-SPECIFIC									
DEPT OF SOC SERV FEDERAL & OTH	20,064,285	0.00	3,160,957	0.00	3,160,957	0.00	0	0.00	
FAMILY SERVICES DONATIONS	0	0.00	23,985	0.00	23,985	0.00	0	0.00	
YOUTH SERVICES TREATMENT	0	0.00	985	0.00	985	0.00	0	0.00	
TOTAL - PD	20,064,285	0.00	3,185,927	0.00	3,185,927	0.00	0	0.00	
TOTAL	24,081,317	0.00	5,954,958	0.00	5,954,958	0.00	0	0.00	
Federal grants increase auth - 1886001									
PROGRAM-SPECIFIC									
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	30,000,000	0.00	0	0.00	
TOTAL - PD	0	0.00	0	0.00	30,000,000	0.00	0	0.00	
TOTAL	0	0.00	0	0.00	30,000,000	0.00	0	0.00	
GRAND TOTAL	\$24,081,317	0.00	\$5,954,958	0.00	\$35,954,958	0.00	\$0	0.00	

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CORE DECISION ITEM

Department: Social Services
Division: Office of Director
Core: Federal Grants and Donations

Budget Unit: 88722C

1. CORE FINANCIAL SUMMARY

FY 2012 Budget Request				
	GR	Federal	Other	Total
PS		1	2	3
EE		2,769,002	26	2,769,028
PSD		3,160,957	24,970	3,185,927
TRF				
Total		5,929,960	24,998	5,954,958 E
FTE				0.00

Est. Fringe	0	1	1	2
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Family Services Donation (0167)
Youth Services Treatment (0843)

Note: An "E" is requested for all funds.

FY 2012 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				
FTE				

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

Note:

2. CORE DESCRIPTION

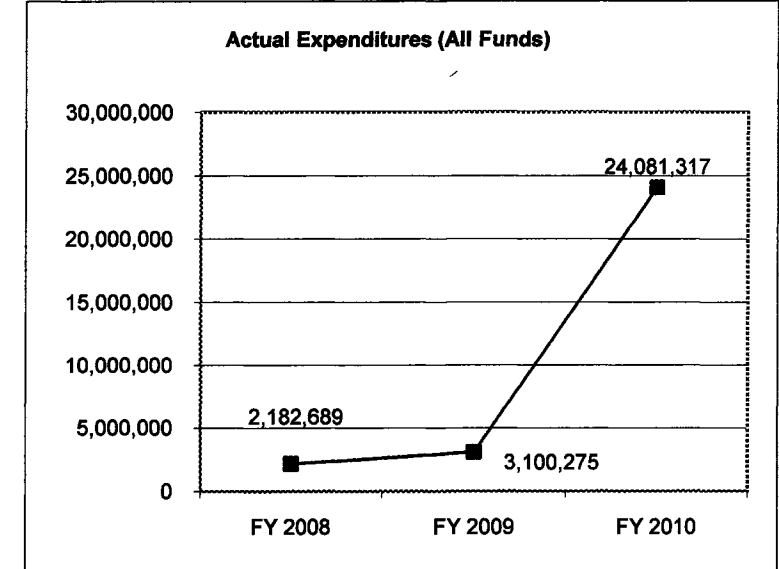
Core budget to receive and spend time limited grants or donations from federal, state or private sources.

3. PROGRAM LISTING (list programs included in this core funding)

Federal Grants and Donations

4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.
Appropriation (All Funds)	12,004,958	10,954,958	24,929,960	5,954,958
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	12,004,958	10,954,958	24,929,960	N/A
Actual Expenditures (All Funds)	2,182,689	3,100,275	24,081,317	N/A
Unexpended (All Funds)	9,822,269	7,854,683	848,643	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal	9,797,271	7,829,779	823,645	N/A
Other	24,998	24,904	24,998	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

The level of federal expenditures is based on the availability of additional federal funding.

FY10--Increase estimated appropriation to pass through payment for Fort Leonard Wood food services to support Blind Enterprise Program.

FY10--July 2010 correcting entry of \$668,481 to show expenditure from the Family Nutrition Program, changing FY10 total to \$23,412,836.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
FEDERAL GRANTS & DONATIONS

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PS	0.00	0	1	2	3	
	EE	0.00	0	2,769,002	26	2,769,028	
	PD	0.00	0	3,160,957	24,970	3,185,927	
	Total	0.00	0	5,929,960	24,998	5,954,958	
DEPARTMENT CORE REQUEST							
	PS	0.00	0	1	2	3	
	EE	0.00	0	2,769,002	26	2,769,028	
	PD	0.00	0	3,160,957	24,970	3,185,927	
	Total	0.00	0	5,929,960	24,998	5,954,958	
GOVERNOR'S RECOMMENDED CORE							
	PS	0.00	0	1	2	3	
	EE	0.00	0	2,769,002	26	2,769,028	
	PD	0.00	0	3,160,957	24,970	3,185,927	
	Total	0.00	0	5,929,960	24,998	5,954,958	

FY12 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
FEDERAL GRANTS & DONATIONS								
CORE								
OTHER	0	0.00	3	0.00	3	0.00	0	0.00
TOTAL - PS	0	0.00	3	0.00	3	0.00	0	0.00
TRAVEL, IN-STATE	13,344	0.00	36,002	0.00	36,002	0.00	0	0.00
TRAVEL, OUT-OF-STATE	10,511	0.00	24,002	0.00	24,002	0.00	0	0.00
SUPPLIES	147,520	0.00	300,002	0.00	200,002	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	13,511	0.00	83,002	0.00	80,002	0.00	0	0.00
COMMUNICATION SERV & SUPP	44,942	0.00	27,002	0.00	47,002	0.00	0	0.00
PROFESSIONAL SERVICES	3,728,887	0.00	2,005,002	0.00	2,208,002	0.00	0	0.00
M&R SERVICES	8,338	0.00	25,002	0.00	25,002	0.00	0	0.00
COMPUTER EQUIPMENT	3,214	0.00	0	0.00	10,000	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	150,000	0.00	50,000	0.00	0	0.00
OFFICE EQUIPMENT	0	0.00	7,502	0.00	7,502	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	68,002	0.00	38,002	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	2,502	0.00	2,502	0.00	0	0.00
BUILDING LEASE PAYMENTS	8,600	0.00	8,502	0.00	8,502	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	90	0.00	2,502	0.00	2,502	0.00	0	0.00
MISCELLANEOUS EXPENSES	38,075	0.00	30,004	0.00	30,004	0.00	0	0.00
TOTAL - EE	4,017,032	0.00	2,769,028	0.00	2,769,028	0.00	0	0.00
PROGRAM DISTRIBUTIONS	20,064,285	0.00	3,185,927	0.00	3,185,927	0.00	0	0.00
TOTAL - PD	20,064,285	0.00	3,185,927	0.00	3,185,927	0.00	0	0.00
GRAND TOTAL	\$24,081,317	0.00	\$5,954,958	0.00	\$5,954,958	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$24,081,317	0.00	\$5,929,960	0.00	\$5,929,960	0.00		0.00
OTHER FUNDS	\$0	0.00	\$24,998	0.00	\$24,998	0.00		0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Federal Grants and Donations

Program is found in the following core budget(s): Federal Grants and Donations

1. What does this program do?

PROGRAM SYNOPSIS: This appropriation provides a mechanism for the Department to receive and expend grants or donations from federal, state or private sources.

This appropriation provides the Department with a centralized administrative mechanism to receive and expend new grants as they become available during the fiscal year. The Division of Finance and Administrative Services coordinates the use of this authority for the Department as divisions pursue sources other than General Revenue for funding. New funding sources and new grants provide opportunities to sustain a level of service delivery and fund program development that will better serve Missourians. Without this appropriation, the Department would be forced to delay use of new grants and donations until emergency or supplemental appropriations are approved.

The Department uses this flexible appropriation language to spend miscellaneous grants and donations that are received through the fiscal year. The flexible language provides the opportunity to capitalize on changes in federal fiscal policy should it result in new private or federal grants not presently available or foreseen. This appropriation is primarily used for one-time and/or time-limited federal grants and may support a wide variety of expenditures, including staff, if called on or required, for effective administration of the grant or donation.

Multiple year grants that are first spent through this appropriation are transferred to the grantee Division's budget through the appropriation process when it is anticipated that funding will continue for years after it is first received. Exceptions to this rule are made in those cases when the Department is acting in an administrative capacity.

Grants awarded that will utilize this appropriation to expend funds during FY12 are as follows:

Youth Services Donations
Internet Cyber Crime Grant
Money Follows the Person
Title I
Randolph Sheppard Act (pass through for Fort Leonard Wood Contractor)
Early Childhood Activity Council
Casey Family Programs
ADRC Nursing Home Transition
Special Improvement Project--US Department of Health & Human Services

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 660 RSMo.

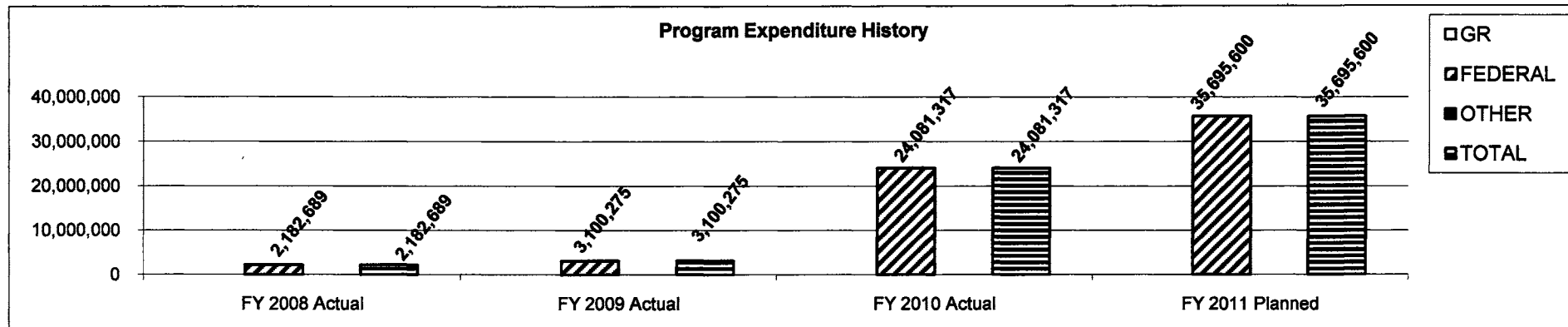
3. Are there federal matching requirements? If yes, please explain.

Some federal grants require a state match. State matches are paid from the grantee Division's budget. The percentage of required state match depends on the grant.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



FY10--July 2010 correcting entry of \$668,481 to show expenditure from the Family Nutrition Program, changing FY10 total to \$23,412,836.
(Fort Leonard Wood food services Blind Enterprise Program)

6. What are the sources of the "Other " funds?

Family Services Donation (0167) and Youth Services Treatment (0843).

7a. Provide an effectiveness measure.

Effectiveness is measured in the division or program using the funds.

7b. Provide an efficiency measure.

Efficiency is measured in the division or program using the funds.

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

**NEW DECISION ITEM
RANK: 16**

Department: Social Services
Division: Office of Director
DI Name: Federal Grants & Donations Increased Federal Authority

Budget Unit: 88722C
DI#: 1886001

1. AMOUNT OF REQUEST

FY 2012 Budget Request				
	GR	Federal	Other	Total
PS				
EE				
PSD		30,000,000		30,000,000
TRF				
Total		30,000,000		30,000,000
FTE				0.00

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

FY 2012 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				
FTE				

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

2. THIS REQUEST CAN BE CATEGORIZED AS:

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: Increase Budget Authority	

3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.

The Randolph-Sheppard Act provides blind vendors with a preference for certain federal contracts, including military food services. The Department of Social Services, as the agency administering the Rehabilitation for the Blind program in the state of Missouri, has entered into a contract with the Department of Defense to provide full food services at Fort Leonard Wood. The role of the Department of Social Services is to facilitate the contract arrangement on behalf of the blind vendor. Payments from the Department of Defense are received by the Department of Social Services, deposited into the State Treasury and paid out to subcontractor E.D.P. Enterprises, Inc. for its services under the contract. Grants and Donations appropriation authority is used to make these payments. The needs of this contract exceed the existing appropriation authority.

4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)

The average monthly invoice paid to E.D.P. Enterprises, Inc. is \$2.5 million.

\$2.5 million x 12 = \$30.0 million.

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Total EE	0		0		0		0		0
Program Distributions			30,000,000				30,000,000		
Total PSD	0		30,000,000		0		30,000,000		0
Transfers									
Total TRF	0		0		0		0		0
Grand Total	0	0.0	30,000,000	0.0	0	0.0	30,000,000	0.0	0

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Total EE	0		0		0		0		0
Program Distributions									
Total PSD	0		0		0		0		0
Transfers									
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0

6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)

6a. Provide an effectiveness measure.

Effectiveness measures are found in the Services for the Visually Impaired Program Description.

6b. Provide an efficiency measure.

Efficiency measures are found in the Services for the Visually Impaired Program Description.

6c. Provide the number of clients/individuals served, if applicable.

Please refer to the Services for the Visually Impaired budget section.

6d. Provide a customer satisfaction measure, if available.

7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:

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DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
FEDERAL GRANTS & DONATIONS								
Federal grants increase auth - 1886001								
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	30,000,000	0.00	0	0.00
TOTAL - PD	0	0.00	0	0.00	30,000,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$30,000,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$30,000,000	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

Human Resource Center

FY12 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
HUMAN RESOURCE CENTER									
CORE									
PERSONAL SERVICES									
GENERAL REVENUE	277,253	5.73	285,904	6.30	285,904	6.30	0	0.00	
DEPT OF SOC SERV FEDERAL & OTH	190,146	3.93	190,159	5.22	190,159	5.22	0	0.00	
TOTAL - PS	467,399	9.66	476,063	11.52	476,063	11.52	0	0.00	
EXPENSE & EQUIPMENT									
GENERAL REVENUE	13,038	0.00	13,031	0.00	12,866	0.00	0	0.00	
DEPT OF SOC SERV FEDERAL & OTH	28,438	0.00	36,985	0.00	36,985	0.00	0	0.00	
TOTAL - EE	41,476	0.00	50,016	0.00	49,851	0.00	0	0.00	
TOTAL	508,875	9.66	526,079	11.52	525,914	11.52	0	0.00	
GRAND TOTAL	\$508,875	9.66	\$526,079	11.52	\$525,914	11.52	\$0	0.00	

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CORE DECISION ITEM

Department: Social Services
Division: Office of Director
Core: Human Resource Center

Budget Unit: 88742C

1. CORE FINANCIAL SUMMARY

FY 2012 Budget Request				
	GR	Federal	Other	Total
PS	285,904	190,159		476,063
EE	12,866	36,985		49,851
PSD				
TRF				
Total	298,770	227,144		525,914
FTE	6.30	5.22	0.00	11.52

Est. Fringe	159,106	105,823	0	264,929
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

FY 2012 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				
FTE				

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

2. CORE DESCRIPTION

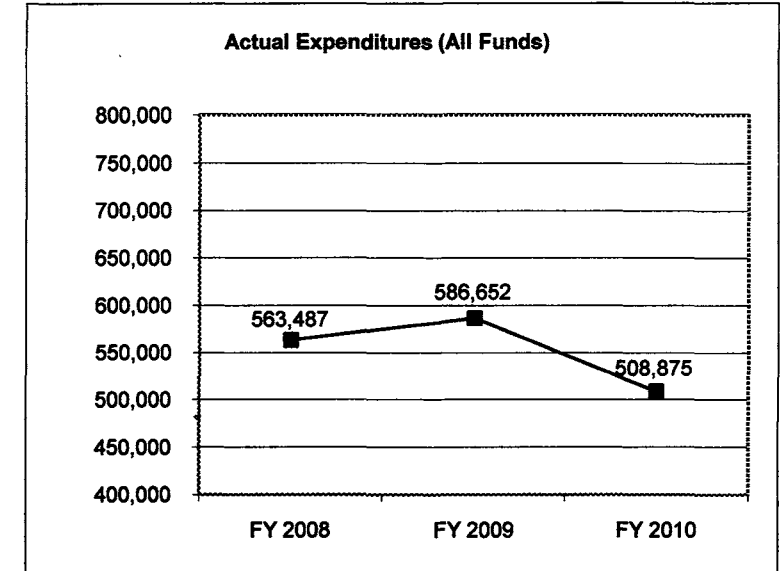
This appropriation provides core funding for the Human Resource Center (HRC). HRC is charged by the Department of Social Services (DSS) to plan, develop and implement a statewide human resource program giving direction and coordination to all divisions within the department.

3. PROGRAM LISTING (list programs included in this core funding)

Human Resource Center

4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.
Appropriation (All Funds)	600,427	615,849	532,270	526,079
Less Reverted (All Funds)	(11,199)	(22,502)	(14,544)	N/A
Budget Authority (All Funds)	589,228	593,347	517,726	N/A
Actual Expenditures (All Funds)	563,487	586,652	508,875	N/A
Unexpended (All Funds)	25,741	6,695	8,851	N/A
Unexpended, by Fund:				
General Revenue	12,679	362	291	N/A
Federal	13,062	6,333	8,560	N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

FY2008 - \$5,640 federal fund agency reserve for authority in excess of cash.

FY2009 - \$6,140 federal fund agency reserve for authority in excess of cash.

FY2010 - \$6,140 federal fund agency reserve for authority in excess of cash.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
HUMAN RESOURCE CENTER

5. CORE RECONCILIATION DETAIL

			Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES									
			PS	11.52	285,904	190,159	0	476,063	
			EE	0.00	13,031	36,985	0	50,016	
			Total	11.52	298,935	227,144	0	526,079	
DEPARTMENT CORE ADJUSTMENTS									
Core Reduction	1001 9949		EE	0.00	(165)	0	0	(165)	FY11 expenditure restriction for mileage and professional serv
Core Reallocation	73 9948		PS	0.00	0	0	0	0	
Core Reallocation	73 2996		PS	0.00	0	0	0	0	
NET DEPARTMENT CHANGES				0.00	(165)	0	0	(165)	
DEPARTMENT CORE REQUEST									
			PS	11.52	285,904	190,159	0	476,063	
			EE	0.00	12,866	36,985	0	49,851	
			Total	11.52	298,770	227,144	0	525,914	
GOVERNOR'S RECOMMENDED CORE									
			PS	11.52	285,904	190,159	0	476,063	
			EE	0.00	12,866	36,985	0	49,851	
			Total	11.52	298,770	227,144	0	525,914	

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88742C	DEPARTMENT: Social Services
BUDGET UNIT NAME: Human Resource Center	DIVISION: Office of the Director

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	\$476,063	25%	\$119,016
	E&E	\$49,851	25%	\$12,462
<i>Total Request</i>		\$525,914		\$131,478

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 25% flexibility for all funds between personal services and expense and equipment.	25% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
--	---

25% flexibility granted for all appropriations, funds were not utilized.

Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

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DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
HUMAN RESOURCE CENTER								
CORE								
SR OFC SUPPORT ASST (KEYBRD)	12,004	0.49	19,616	2.00	20,773	2.31	0	0.00
PERSONNEL OFCR I	44,220	1.00	44,220	1.00	44,220	1.00	0	0.00
PERSONNEL OFCR II	4,223	0.08	4,224	0.11	4,224	0.11	0	0.00
HUMAN RELATIONS OFCR I	74,592	2.00	74,592	2.00	74,592	2.00	0	0.00
HUMAN RELATIONS OFCR II	41,823	1.00	41,712	1.00	41,712	1.00	0	0.00
PERSONNEL ANAL II	38,700	1.00	38,700	1.00	38,700	1.00	0	0.00
HUMAN RESOURCES MGR B2	132,900	2.00	132,900	2.00	132,900	2.00	0	0.00
HUMAN RESOURCES MGR B3	79,728	1.00	79,728	1.00	79,728	1.00	0	0.00
LEGAL COUNSEL	3,966	0.08	3,966	0.10	3,966	0.10	0	0.00
CLERK	0	0.00	1,649	0.31	0	0.00	0	0.00
MISCELLANEOUS PROFESSIONAL	491	0.01	0	0.00	496	0.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	34,752	1.00	34,756	1.00	34,752	1.00	0	0.00
TOTAL - PS	467,399	9.66	476,063	11.52	476,063	11.52	0	0.00
TRAVEL, IN-STATE	6,373	0.00	6,776	0.00	6,663	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	68	0.00	2	0.00	0	0.00
SUPPLIES	17,589	0.00	14,219	0.00	18,428	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	1,840	0.00	3,465	0.00	3,465	0.00	0	0.00
COMMUNICATION SERV & SUPP	8,922	0.00	9,754	0.00	9,305	0.00	0	0.00
PROFESSIONAL SERVICES	2,494	0.00	4,300	0.00	4,123	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	144	0.00	10	0.00	10	0.00	0	0.00
M&R SERVICES	3,149	0.00	4,425	0.00	4,219	0.00	0	0.00
OFFICE EQUIPMENT	565	0.00	4,900	0.00	1,590	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	800	0.00	800	0.00	0	0.00
BUILDING LEASE PAYMENTS	285	0.00	349	0.00	349	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	200	0.00	186	0.00	0	0.00
MISCELLANEOUS EXPENSES	115	0.00	750	0.00	711	0.00	0	0.00
TOTAL - EE	41,476	0.00	50,016	0.00	49,851	0.00	0	0.00
GRAND TOTAL	\$508,875	9.66	\$526,079	11.52	\$525,914	11.52	\$0	0.00
GENERAL REVENUE	\$290,291	5.73	\$298,935	6.30	\$298,770	6.30		0.00
FEDERAL FUNDS	\$218,584	3.93	\$227,144	5.22	\$227,144	5.22		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Human Resource Center

Program is found in the following core budget(s): Human Resource Center

1. What does this program do?

PROGRAM SYNOPSIS: The Human Resource Center plans, develops and implements statewide human resource programs; providing leadership, direction and coordination of related services and support to all divisions.

The quality and level of services provided to the public through Department of Social Services (DSS) programs are directly affected by the performance of each division's employees. The service and support functions provided by the Human Resource Center (HRC) are necessary to maintain a qualified and productive workforce and ensure compliance with applicable state and federal law. HRC's mission is to serve the divisions in a timely and responsible manner through training, guidance, and assistance, thus contributing to the retention and continuing development of a productive and harmonious workforce.

To assist the divisions in meeting their programmatic goals, HRC provides training, interpretive and technical assistance to staff ensuring personnel decisions are made and actions are taken within relevant guidelines including merit system rules and regulations, state and federal employment laws, state and federal civil rights laws, and administrative policies and procedures.

HRC uses its resources to:

- assure the department's compliance with state personnel law (merit system) and serve as liaison with the Office of Administration's Division of Personnel;
- develop and implement DSS administrative policies that are legally sound and support the work of DSS;
- administer personnel functions of employment, termination, promotion, compensation, performance appraisal, discipline and related activities directly for the MO HealthNet Division, Director's Office, and the support divisions and indirectly for the remaining divisions;
- provide advice, training, and consultation to staff to assure consistency among divisions and fair and equitable treatment of employees;
- maintain a high standard of case preparation and presentation of employee disciplinary actions before the Personnel Advisory Board;
- provide representation of DSS before administrative bodies and court tribunals on personnel related issues;
- develop and provide training to all staff in areas such as new employee orientation, prevention of sexual harassment, workplace diversity, unlawful discrimination, labor relations, customer service, employee and management development;
- assure department compliance with federal and state laws relating to equal employment opportunity, affirmative action, and provision of services;
- investigate allegations of unlawful discrimination and sexual harassment of DSS employees and clients;
- assist/coordinate workplace accommodations to employees pursuant to the Americans with Disabilities Act and departmental policies;
- provide technical assistance regarding civil rights, employment law and human resource issues to department and division personnel;

- serve as liaison for civil rights issues with other governmental agencies such as Equal Employment Opportunity Commission (EEOC), Missouri Commission on Human Rights (MCHR), United States Department of Agriculture (USDA), and Health and Human Services (HHS);
- conduct contract compliance audits on DSS vendors to ensure compliance with state and federal civil rights laws;
- provide technical assistance on civil rights issues to DSS vendors and service recipients;
- develop and provide assistance in the implementation of a department Workforce Diversity Plan and Program;
- work with management on organizational change/development issues;
- improve management/employee relations through fair and timely conflict resolution procedures including grievance mediation and management reviews;
- maintain and continue to enhance the Department's learning management system -- Employee Learning Center;
- maintain grievance, discipline, retention and employment analysis system to assist managers in identification of problem areas and staff needs;
- coordinate/assist in labor/management relations;
- coordinate and administer departmental employee award and recognition programs; unemployment program, worker's compensation claims and recruitment activities;
- develop and maintain an employment information website for DSS employees and the public; and
- maintain official personnel records in a confidential and secure manner.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 660.010

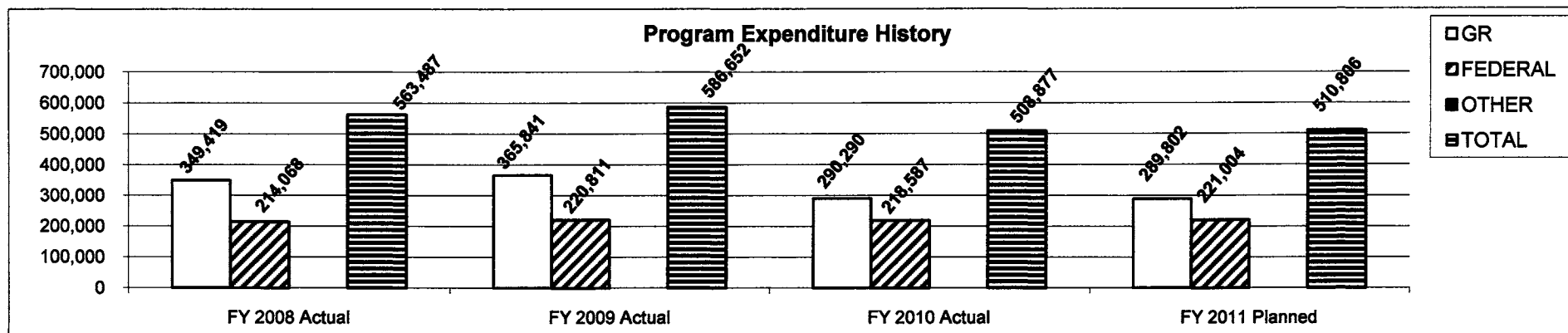
3. Are there federal matching requirements? If yes, please explain.

There is no matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

N/A

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

SFY	Number of Times the Employment Information Website is Accessed		Number of Employees participating in Employment-Related Training*		Percent of new employees attending orientation, sexual harassment and diversity sessions		Percent of Administrative Policies Reviewed/ Revised	
	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected
2008	1,863,292	1,700,000	15,004**	8,000	97%	90%	39%	25%
2009	2,505,494	1,700,000	11,570	9,000	96%	93%	40%	29%
2010	2,162,066	1,700,000	8,164	9,000	99%	93%	42%	29%
2011		2,000,000		8,000***		94%		35%
2012		2,000,000		8,000		94%		35%
2013		2,000,000		8,000		94%		35%

*Employees may receive more than one training class.

**The increase in FY2008 was due to a mandatory training course attended by approximately 3,800 employees.

***The projected number has been decreased to account for a reduction seen as a result of budget cuts and fiscal restrictions.

7b. Provide an efficiency measure.

SFY	Number of employee grievances processed		Workers Compensation Reports Processed	
	Actual	Projected	Actual	Projected
2008	187	185	341	300
2009	143	185	379	300
2010	161	185	352	300
2011		185		325
2012		185		325
2013		185		325

7c. Provide the number of clients/individuals served, if applicable.

SFY	Number of DSS Employees*	
	Actual	Projected
2008	8,586	8,500
2009	8,522	8,500
2010	8,120	8,000
2011		8,000
2012		8,000
2013		8,000

*Includes turnover, part-time employees and temporary employees.

7d. Provide a customer satisfaction measure, if available.

Field and Line Staff Training

FY12 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
STAFF TRAINING								
CORE								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	119,685	0.00	117,835	0.00	113,234	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	110,079	0.00	131,840	0.00	131,840	0.00	0	0.00
TOTAL - EE	229,764	0.00	249,675	0.00	245,074	0.00	0	0.00
TOTAL	229,764	0.00	249,675	0.00	245,074	0.00	0	0.00
GRAND TOTAL	\$229,764	0.00	\$249,675	0.00	\$245,074	0.00	\$0	0.00

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CORE DECISION ITEM

Department: Social Services
Division: Office of Director
Core: Field and Line Staff Training

Budget Unit: 90042C

1. CORE FINANCIAL SUMMARY

FY 2012 Budget Request				
	GR	Federal	Other	Total
PS				
EE	113,234	131,840		245,074
PSD				
TRF				
Total	113,234	131,840		245,074
FTE				0.00

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

FY 2012 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				
FTE				

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

2. CORE DESCRIPTION

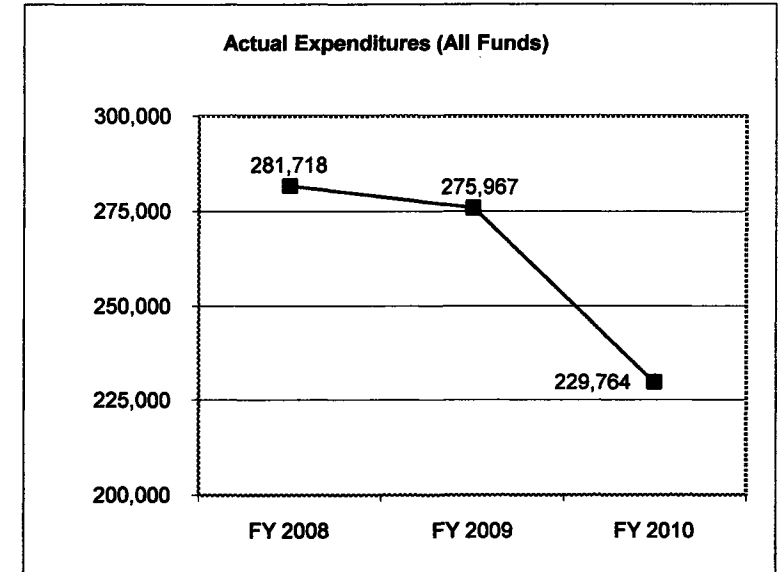
Core funding to provide training to Department of Social Services (DSS) field and line staff.

3. PROGRAM LISTING (list programs included in this core funding)

Field and Line Staff Training

4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.
Appropriation (All Funds)	309,965	304,621	268,622	249,675
Less Reverted (All Funds)	(5,344)	(7,660)	(15,295)	N/A
Budget Authority (All Funds)	304,621	296,961	253,327	N/A
Actual Expenditures (All Funds)	281,718	275,967	229,764	N/A
Unexpended (All Funds)	22,903	20,994	23,563	N/A
Unexpended, by Fund:				
General Revenue	4	16	1,802	N/A
Federal	22,899	20,978	21,761	N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

FY2008 - \$20,357 federal funds reserve for authority in excess of cash.

FY2009 - \$20,357 federal funds reserve for authority in excess of cash.

FY2010 - \$20,357 federal funds reserve for authority in excess of cash.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

STAFF TRAINING

5. CORE RECONCILIATION DETAIL

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES								
		EE	0.00	117,835	131,840	0	249,675	
		Total	0.00	117,835	131,840	0	249,675	
DEPARTMENT CORE ADJUSTMENTS								
Core Reduction	1003 6793	EE	0.00	(4,601)	0	0	(4,601)	FY11 expenditure restriction for mileage and professional services
NET DEPARTMENT CHANGES			0.00	(4,601)	0	0	(4,601)	
DEPARTMENT CORE REQUEST								
		EE	0.00	113,234	131,840	0	245,074	
		Total	0.00	113,234	131,840	0	245,074	
GOVERNOR'S RECOMMENDED CORE								
		EE	0.00	113,234	131,840	0	245,074	
		Total	0.00	113,234	131,840	0	245,074	

FY12 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
STAFF TRAINING								
CORE								
TRAVEL, IN-STATE	61,404	0.00	92,779	0.00	81,994	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	539	0.00	2	0.00	0	0.00
SUPPLIES	13,474	0.00	6,027	0.00	13,200	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	4,141	0.00	11,003	0.00	5,500	0.00	0	0.00
PROFESSIONAL SERVICES	139,549	0.00	118,334	0.00	132,661	0.00	0	0.00
M&R SERVICES	765	0.00	8,660	0.00	1,804	0.00	0	0.00
OFFICE EQUIPMENT	3,588	0.00	1,500	0.00	1,513	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	1,000	0.00	1,000	0.00	0	0.00
BUILDING LEASE PAYMENTS	0	0.00	200	0.00	200	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	200	0.00	0	0.00	400	0.00	0	0.00
MISCELLANEOUS EXPENSES	6,643	0.00	9,633	0.00	6,800	0.00	0	0.00
TOTAL - EE	229,764	0.00	249,675	0.00	245,074	0.00	0	0.00
GRAND TOTAL	\$229,764	0.00	\$249,675	0.00	\$245,074	0.00	\$0	0.00
GENERAL REVENUE	\$119,685	0.00	\$117,835	0.00	\$113,234	0.00		0.00
FEDERAL FUNDS	\$110,079	0.00	\$131,840	0.00	\$131,840	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Field and Line Staff Training

Program is found in the following core budget(s): Field and Line Staff Training

1. What does this program do?

PROGRAM SYNOPSIS: Provides staff training to the Department of Social Services field and line staff.

The Department of Social Services (DSS) has identified the need to assist employees in reaching their full potential through training opportunities structured to integrate common and important themes and values outlined in the vision and mission of the Department. In response to this need, the Human Resource Center (HRC) has developed a comprehensive training plan that incorporates curriculums designed to meet the unique goals of the Department.

Training courses offered to supervisors and front line staff include, but are not limited to: Professionalism in the Workplace; Building Effective Relationships; Basic Supervisory Training; Civil Rights and Diversity in the Workplace; Accountability; Ethics; Continuous Improvement; Five Questions Every Leader Must Ask; Employee Retention; Building Trust; Effective Delegation; Facilitating Improved Performance; Following Up to Support Improvement; Generational Differences; Encouraging the Heart; Managing Me; Working with Millenials; Assertiveness; Non-Defensive Communication; The Power of Expectations; New Employee Orientation; Workplace Safety.

All courses offered allow the participants to learn skills to perform their jobs in the most effective and efficient manner. The Department of Social Services supports career development for its employees and stresses the need to continue to make available the training necessary for front line staff and supervisors to excel in their careers and meet the needs of the citizens we serve. Additionally, the Department is utilizing these training efforts to meet the requirements of the Management Training Rule.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

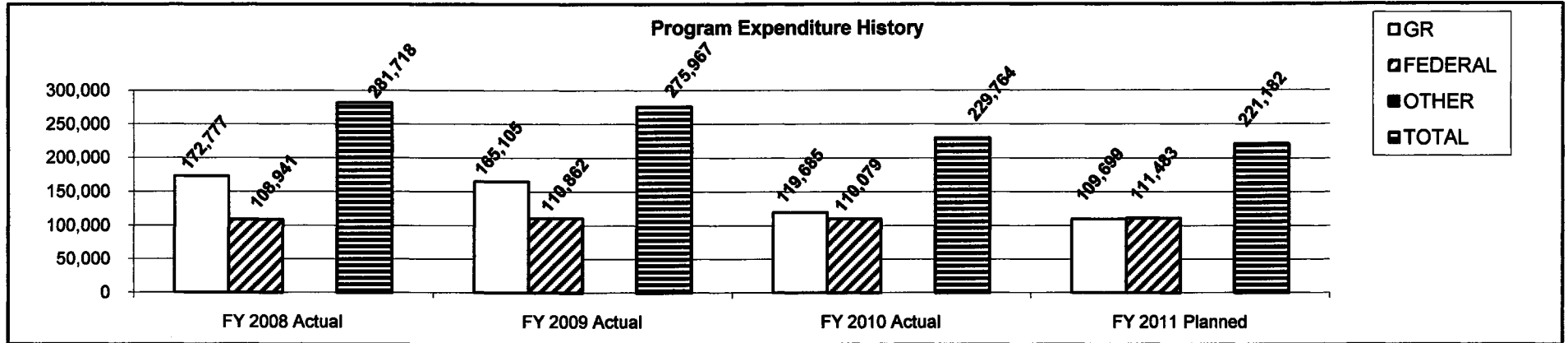
3. Are there federal matching requirements? If yes, please explain.

No. Program expenditures do not have a federal matching requirement; however, expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

SFY	Number of employees participating in employment-related Training*		Percent of new employees attending orientation, sexual harassment and diversity sessions	
	Actual	Projected	Actual	Projected
2008	15,004**	8,000	97%	90%
2009	11,570	9,000	96%	93%
2010	8,164	9,000	99%	93%
2011		8,000***		94%
2012		8,000		94%
2013		8,000		94%

*Employees may receive more than one training class.

**The increase in FY2008 was due to a mandatory training attended by FSD employees in FY2008. Approximately 3,800 employees attended this training course.

***The projected number has been decreased to account for a reduction seen as a result of budget cuts and fiscal restrictions.

7b. Provide an efficiency measure.

SFY	Percent of Supervisors in Compliance with the Management Training Rule (16 hours)	
	Actual	Projected
2008	92%	85%
2009	92%	87%
2010	93%	87%
2011		89%
2012		89%
2013		89%

SFY	Percent of Supervisors in Compliance with the Management Training Rule (40 hours)	
	Actual	Projected
2008	98%	85%
2009	100%	90%
2010	99%	90%
2011		95%
2012		95%
2013		95%

7c. Provide the number of clients/individuals served, if applicable.

SFY	Number of DSS Employees*	
	Actual	Projected
2008	8,586	8,500
2009	8,522	8,500
2010	8,120	8,000
2011		8,000
2012		8,000
2013		8,000

*Includes turnover, part-time employees and temporary employees.

7d. Provide a customer satisfaction measure, if available.

SFY	Training Evaluation Rating Averages*	
	Actual	Projected
2008	4.33	**
2009	4.53	**
2010	4.52	4.41
2011		4.41
2012		4.41
2013		4.41

*Average based on scale of 1 to 5 with 5 being the best.

**The measure was set for FY10 so previous projections are not available.

Division of Finance and Administrative Services

FY12 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
FINANCE & ADMINISTRATIVE SRVS								
CORE								
PERSONAL SERVICES								
GENERAL REVENUE	1,985,475	51.08	1,958,370	54.27	1,958,370	54.27	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	1,054,011	27.15	1,030,206	25.99	1,030,206	25.99	0	0.00
CHILD SUPPORT ENFORCEMENT FUND	49,890	1.28	48,336	1.14	48,336	1.14	0	0.00
DOSS ADMINISTRATIVE TRUST	0	0.00	3,966	0.10	3,966	0.10	0	0.00
TOTAL - PS	3,089,376	79.51	3,040,878	81.50	3,040,878	81.50	0	0.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	72,686	0.00	450,621	0.00	450,374	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	92,709	0.00	252,473	0.00	252,473	0.00	0	0.00
CHILD SUPPORT ENFORCEMENT FUND	0	0.00	12,513	0.00	12,513	0.00	0	0.00
DOSS ADMINISTRATIVE TRUST	5,447,744	0.00	5,448,069	0.00	1,500,317	0.00	0	0.00
TOTAL - EE	5,613,139	0.00	6,163,676	0.00	2,215,677	0.00	0	0.00
TOTAL	8,702,515	79.51	9,204,554	81.50	5,256,555	81.50	0	0.00
GRAND TOTAL	\$8,702,515	79.51	\$9,204,554	81.50	\$5,256,555	81.50	\$0	0.00

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CORE DECISION ITEM

Department: Social Services
 Division: Finance and Administrative Services
 Core: Division of Finance and Administrative Services

Budget Unit: 88815C

1. CORE FINANCIAL SUMMARY

FY 2011 Budget Request				
	GR	Federal	Other	Total
PS	1,958,370	1,030,206	52,302	3,040,878
EE	450,374	252,473	1,512,830	2,215,677
PSD				
TRF				
Total	2,408,744	1,282,679	1,565,132	5,256,555
FTE	54.27	25.99	1.24	81.50

Est. Fringe	1,089,833	573,310	29,106	1,692,249
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Child Support Enforcement Collections Fund (0169)
 Administrative Trust Fund (0545)

Note: An "E" is requested for the Administrative Trust Fund Centralized Inventory

FY 2011 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				
FTE				

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

2. CORE DESCRIPTION

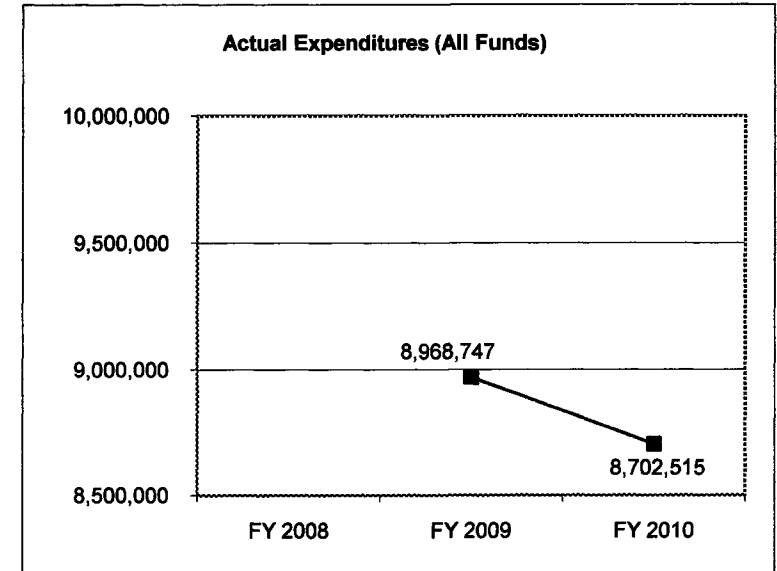
Core funding for the Division of Finance and Administrative Services (DFAS) responsible for providing centralized financial and administrative support to all Department of Social Services divisions. In addition, staff is responsible for the department's research and data management functions which are included in the DFAS core budget.

3. PROGRAM LISTING (list programs included in this core funding)

Division of Finance and Administrative Services

4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.
Appropriation (All Funds)		9,514,933	8,938,901	9,204,554
Less Reverted (All Funds)		(195,901)	(118,620)	N/A
Budget Authority (All Funds)	0	9,319,032	8,820,281	N/A
Actual Expenditures (All Funds)		8,968,747	8,702,515	N/A
Unexpended (All Funds)	0	350,285	117,766	N/A
Unexpended, by Fund:				
General Revenue		112,428	6,421	N/A
Federal		230,437	106,808	N/A
Other		7,420	4,537	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

During FY09 the Division of Finance and Administrative Services was created by combining the Division of Budget and Finance (DBF) and the Division of General Services (DGS). The FY08 DBF and DGS history is on following page.

FY09--Federal Reserves of \$100,000

FY10--Federal Reserves of \$100,000

4. FINANCIAL HISTORY continued

NOTES:

During FY09 the Division of Finance and Administrative Services was created by combining the Division of Budget and Finance (DBF) and the Division of General Services (DGS). The DBF and the DGS expenditure history for FY2008 is below.

Division of Budget and Finance

FY 2008 Actual

Appropriation (All Funds)	3,072,799
Less Reverted (All Funds)	<u>(60,549)</u>
Budget Authority (All Funds)	3,012,250

Actual Expenditures (All Funds)	<u>2,608,204</u>
Unexpended (All Funds)	<u>404,046</u>

Unexpended, by Fund:

General Revenue	120,750
Federal	279,128
Other	4,168

Division of General Services

FY 2008 Actual

Appropriation (All Funds)	6,572,890
Less Reverted (All Funds)	<u>(24,511)</u>
Budget Authority (All Funds)	6,548,379

Actual Expenditures (All Funds)	<u>6,356,509</u>
Unexpended (All Funds)	<u>191,870</u>

Unexpended, by Fund:

General Revenue	77,004
Federal	78,414
Other	36,452

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
FINANCE & ADMINISTRATIVE SRVS

5. CORE RECONCILIATION DETAIL

				Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES										
				PS	81.50	1,958,370	1,030,206	52,302	3,040,878	
				EE	0.00	450,621	252,473	5,460,582	6,163,676	
				Total	81.50	2,408,991	1,282,679	5,512,884	9,204,554	
DEPARTMENT CORE ADJUSTMENTS										
Core Reduction	961	3058	EE	0.00	(247)	0	0	(247)		FY11 expenditure restriction for mileage and prof serv
Core Reduction	968	3119	EE	0.00	0	0	(3,947,752)	(3,947,752)		Core reduction to revolving fund for FY11 OA mail consolidation
Core Reallocation	471	3117	PS	0.00	0	0	0	0	(0)	
Core Reallocation	471	3113	PS	(0.00)	0	0	0	0	0	
Core Reallocation	471	3050	PS	0.00	0	0	0	0	(0)	
NET DEPARTMENT CHANGES					0.00	(247)	0	(3,947,752)	(3,947,999)	
DEPARTMENT CORE REQUEST										
				PS	81.50	1,958,370	1,030,206	52,302	3,040,878	
				EE	0.00	450,374	252,473	1,512,830	2,215,677	
				Total	81.50	2,408,744	1,282,679	1,565,132	5,256,555	
GOVERNOR'S RECOMMENDED CORE										
				PS	81.50	1,958,370	1,030,206	52,302	3,040,878	
				EE	0.00	450,374	252,473	1,512,830	2,215,677	
				Total	81.50	2,408,744	1,282,679	1,565,132	5,256,555	

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88815C

DEPARTMENT: Social Services

BUDGET UNIT NAME: Division of Finance and Administrative Services

DIVISION: Finance and Administrative Services

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	\$3,040,878	25%	\$760,219
	E&E	\$715,677	25%	\$178,919
<i>Total Request</i>		\$3,756,555		\$939,138

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
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\$0

H.B. 11 language allows for up to 25% flexibiity for all funds between personal services and expense and equipment.

25% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

**PRIOR YEAR
EXPLAIN ACTUAL USE**

**CURRENT YEAR
EXPLAIN PLANNED USE**

25% flexibility granted for all appropriations. Funds were not utilized.

Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

FY12 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
FINANCE & ADMINISTRATIVE SRVS								
CORE								
OFFICE SUPPORT ASST (CLERICAL)	21,372	1.00	0	0.00	75,468	8.99	0	0.00
SR OFC SUPPORT ASST (CLERICAL)	4,728	0.17	27,133	1.00	0	(0.00)	0	0.00
ADMIN OFFICE SUPPORT ASSISTANT	63,432	1.99	63,432	2.00	63,432	2.00	0	0.00
OFFICE SUPPORT ASST (KEYBRD)	14,073	0.64	21,985	1.00	0	(0.00)	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	56,399	1.99	56,400	2.00	56,400	2.00	0	0.00
PRINTING/MAIL TECHNICIAN I	110,449	4.51	0	0.00	0	0.00	0	0.00
PRINTING/MAIL TECHNICIAN II	7,106	0.25	0	0.00	0	0.00	0	0.00
PRINTING/MAIL TECHNICIAN III	22,841	0.82	0	0.00	0	0.00	0	0.00
PRINTING/MAIL TECHNICIAN IV	12,941	0.39	0	0.00	27,660	1.00	0	0.00
STORES CLERK	12,675	0.54	0	0.00	0	0.00	0	0.00
STOREKEEPER I	24,576	1.00	24,577	1.00	24,576	1.00	0	0.00
PROCUREMENT OFCR I	93,834	2.50	112,560	3.00	37,296	1.00	0	0.00
PROCUREMENT OFCR II	48,084	1.00	48,084	1.00	92,304	2.00	0	0.00
OFFICE SERVICES COOR I	6,451	0.16	0	0.00	38,700	1.00	0	0.00
ACCOUNT CLERK II	268,737	10.05	267,361	11.28	267,756	10.00	0	0.00
AUDITOR II	34,608	0.92	37,296	1.00	0	(0.00)	0	0.00
ACCOUNTANT I	159,633	5.30	181,715	6.00	150,540	5.00	0	0.00
ACCOUNTANT II	186,330	4.73	156,780	5.00	156,780	4.00	0	0.00
ACCOUNTING SPECIALIST I	0	0.00	0	0.00	34,644	1.00	0	0.00
ACCOUNTING SPECIALIST II	0	0.00	0	0.00	38,700	1.00	0	0.00
BUDGET ANAL III	91,381	1.99	91,428	2.00	91,428	2.00	0	0.00
RESEARCH ANAL I	5,196	0.17	0	0.00	0	0.00	0	0.00
RESEARCH ANAL II	29,311	0.83	35,952	1.72	35,952	1.00	0	0.00
RESEARCH ANAL III	348,456	8.01	342,455	10.00	348,238	9.00	0	0.00
RESEARCH ANAL IV	106,585	1.99	64,872	1.00	106,584	2.00	0	0.00
EXECUTIVE I	63,630	2.08	93,624	3.00	30,624	1.00	0	0.00
EXECUTIVE II	109,907	3.01	109,909	3.00	109,908	3.00	0	0.00
TELECOMMUN ANAL IV	52,200	1.00	52,200	1.00	52,200	1.00	0	0.00
MOTOR VEHICLE DRIVER	116,813	4.79	120,327	5.00	69,936	3.00	0	0.00
EMERGENCY MGMNT COORD	24,870	0.52	48,084	1.00	0	(0.00)	0	0.00
FISCAL & ADMINISTRATIVE MGR B1	118,765	2.55	140,664	3.00	189,984	4.00	0	0.00
FISCAL & ADMINISTRATIVE MGR B2	168,714	2.77	176,124	3.00	189,786	3.00	0	0.00

FY12 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
FINANCE & ADMINISTRATIVE SRVS								
CORE								
RESEARCH MANAGER B2	69,948	1.00	69,948	1.00	69,948	1.00	0	0.00
DIVISION DIRECTOR	91,799	1.00	91,800	1.00	91,800	1.00	0	0.00
DESIGNATED PRINCIPAL ASST DIV	189,392	2.54	184,926	2.50	184,926	2.50	0	0.00
CLERK	1,036	0.05	0	0.00	0	0.00	0	0.00
ACCOUNT CLERK	3,023	0.09	0	0.00	0	0.00	0	0.00
RESEARCH WORKER	650	0.03	0	0.00	0	0.00	0	0.00
MISCELLANEOUS PROFESSIONAL	786	0.01	0	0.00	992	0.01	0	0.00
SPECIAL ASST OFFICIAL & ADMSTR	71,940	1.00	71,940	1.00	71,940	1.00	0	0.00
SPECIAL ASST PROFESSIONAL	153,323	3.07	144,912	3.00	170,100	3.00	0	0.00
SPECIAL ASST TECHNICIAN	43,802	1.05	83,826	2.00	83,820	2.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	78,455	1.99	120,564	3.00	78,456	2.00	0	0.00
REGIONAL OFFICE DIRECTOR	863	0.01	0	0.00	0	0.00	0	0.00
DIRECTOR OF PERFORMANCE REVWS	262	0.00	0	0.00	0	0.00	0	0.00
TOTAL - PS	3,089,376	79.51	3,040,878	81.50	3,040,878	81.50	0	0.00
TRAVEL, IN-STATE	10,434	0.00	13,296	0.00	10,034	0.00	0	0.00
TRAVEL, OUT-OF-STATE	1,008	0.00	2,442	0.00	2	0.00	0	0.00
SUPPLIES	91,662	0.00	87,342	0.00	91,759	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	3,051	0.00	42,732	0.00	42,732	0.00	0	0.00
COMMUNICATION SERV & SUPP	31,176	0.00	28,000	0.00	32,102	0.00	0	0.00
PROFESSIONAL SERVICES	7,504	0.00	510,025	0.00	513,746	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	658	0.00	1,000	0.00	1,000	0.00	0	0.00
M&R SERVICES	17,871	0.00	18,596	0.00	18,596	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	1,991	0.00	2	0.00	0	0.00
OFFICE EQUIPMENT	0	0.00	3,000	0.00	1,200	0.00	0	0.00
OTHER EQUIPMENT	198	0.00	2,000	0.00	2,000	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	500	0.00	2	0.00	0	0.00
BUILDING LEASE PAYMENTS	0	0.00	500	0.00	2	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	1,461	0.00	4,000	0.00	2,000	0.00	0	0.00
MISCELLANEOUS EXPENSES	372	0.00	500	0.00	500	0.00	0	0.00

FY12 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
FINANCE & ADMINISTRATIVE SRVS								
CORE								
REBILLABLE EXPENSES	5,447,744	0.00	5,447,752	0.00	1,500,000	0.00	0	0.00
TOTAL - EE	5,613,139	0.00	6,163,676	0.00	2,215,677	0.00	0	0.00
GRAND TOTAL	\$8,702,515	79.51	\$9,204,554	81.50	\$5,256,555	81.50	\$0	0.00
GENERAL REVENUE	\$2,058,161	51.08	\$2,408,991	54.27	\$2,408,744	54.27		0.00
FEDERAL FUNDS	\$1,146,720	27.15	\$1,282,679	25.99	\$1,282,679	25.99		0.00
OTHER FUNDS	\$5,497,634	1.28	\$5,512,884	1.24	\$1,565,132	1.24		0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Division of Finance and Administrative Services

Program is found in the following core budget(s): Division of Finance and Administrative Services

1. What does this program do?

PROGRAM SYNOPSIS: The division provides centralized financial and administrative support to all Department of Social Services divisions.

The Division of Finance and Administrative Services provides centralized financial and administrative support to all Department of Social Services divisions. Financial functions include audit support and contract compliance, budgeting, expenditure review and control, federal grants management and reporting, implementation of the department's fiscal policies, and responding to changes in federal and state fiscal policy. Administrative support services include emergency management, telecommunications, warehouse/inventory coordination and distribution, St. Louis mail services, fleet management and office safety and coordination.

In addition, staff responsible for the department's research and data management functions are included in the DFAS. The Center for Management Information (CMI) provides direction for the Department's research and data management functions, which also includes coordination of all legislative fiscal notes.

Following is a description of core DFAS functions.

•**Payment Processing Oversight:** DFAS maintains final approval of payments and is charged with overall compliance with state and federal laws or regulations and adherence to sound and accepted accounting principles. In addition, DFAS is the Department's accounting, purchasing, and payroll liaison with Office of Administration and other agencies working cooperatively with DSS.

•**Audit and Contract Compliance:** DFAS focuses audit resources on improving department financial systems, payment processes and procedures. In this effort, audit staff are charged with identifying weaknesses in department financial controls and opportunities to improve operational efficiencies. DFAS also serves as the point of contact with the State Auditor's office.

•**Procurement:** The Procurement Unit coordinates the procurement of all commodities and services required by the Department. The procurement officers serve as liaisons between program divisions and the Office of Administration, Division of Purchasing and Materials Management. They coordinate the development of Requests for Proposals (RFP's) and assist with securing contracts for various goods and services. All procurement functions are in accordance with applicable statutes and maximizes competitive procurement and awards on all contracts.

•**Payroll:** The payroll function includes maintaining employee time and leave and managing all issues relating to salary payments.

•**Management and Reporting:** DFAS manages approximately 60 grants with a value of over \$7.2 billion in federal funds. The agency serves as the single state contact for federal grants that include Temporary Aid to Needy Families (TANF), Social Services Block Grant (SSBG), Medicaid Title XIX and Title XXI, IV-D and IV-E. The Division is responsible for the processes that provide for daily cash draws and deposits to federal funds that support Department of Social Services' and certain other departments' programs. As the single state contact, DFAS compiles required monthly, quarterly and annual reports associated with each grant and submits these to the federal government on behalf of DSS or another department.

•**Budget:** DFAS directs and helps prepare the department budget, compiling and evaluating budget proposals from DSS divisions. In addition, DFAS serves as the department's budget liaison with Office of Administration and House and Senate budget staff and supports divisions during budget hearings. The budget section is responsible for department expenditure control, assuring there is sufficient cash to support available authority, monitoring spending rates and determining that department expenditures are within the scope of house bill intent.

•**Emergency Management/SEMA:** DFAS leads DSS initiatives to provide statewide mass care (shelter, food and water) coordination during emergencies through the assistance of partner agencies (Red Cross, Salvation Army and other volunteer agencies active in disasters). DFAS 1) helps to coordinate deployment of local DSS staff in affected areas to assist in setting up and staffing local shelters; and 2) ensures local staff assure safety of youth in DYS programs and children in Children's Division custody. In the case of an emergency, DFAS would take the lead in contacting corporate partners to provide food and water to shelter locations. DFAS participates in hot-wash exercises after an actual emergency or drill.

•**Telecommunications:** DFAS provides technical expertise in the design, acquisition and installation of telecommunication services and equipment for DSS offices across the state. DFAS telecommunications staff serve as the DSS liaison with OA/ITSD and telecommunication vendors, take the lead in resolving service issues and mediate vendor disputes to get service restored. DFAS also takes the lead in training DSS personnel statewide in the use and management of telecommunications systems and services.

•**Warehouse/Inventory Management:** Responsibilities include acquisition, storage and distribution of bulk supplies, division forms and envelopes, etc.; management and tracking of non-expendable property/fixed assets inventory; surplus property retrieval and disposition; request on-site sealed bids on vehicles and furniture; and delivery of supplies to JC offices and shipping via UPS and freight companies. In addition, this unit maintains and schedules DSS pool cars in Jefferson City.

•**St. Louis Mail Services:** DFAS provides mail courier services for offices located in St. Louis and St. Louis County; drivers pickup and deliver outgoing and interagency mail at various locations and ensure outgoing mail is ready for pickup by the contracted mail services vendor on a daily basis.

•**DSS Fleet Management:** Coordinates all requirements relating to DSS vehicles. This unit oversees 1) maintenance of vehicle records and information; 2) processing vehicle title/registration forms; and 3) processing state fleet (Voyager) card additions, changes, deletions, etc. DFAS also acts as the DSS liaison with the State Fleet Coordinator, state fleet card contractor and Department of Natural Resources.

•**Office Coordination and Safety:** Responsibilities include coordinating DSS office needs, offices moves and leases with Office of Administration and acting as safety coordination for the DSS.

Center for Management Information (CMI) core functions include:

•**Data Management:** Coordinates and oversees data research, data mining, data reporting and program evaluation for the department. This is accomplished through a series of periodic reports available on the department's web site. In addition, ad hoc requests from the department's large computer system are researched and compiled to help management evaluate programs. Finally, external reports and program evaluations are prepared for use by departmental management, legislature, Governor's Office and media.

•**Fiscal Notes:** Coordinate all fiscal note preparation for the Department. Additionally, provides a central contact point for the legislature and the Governor's Office for all fiscal note inquiries and questions.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 660.010.

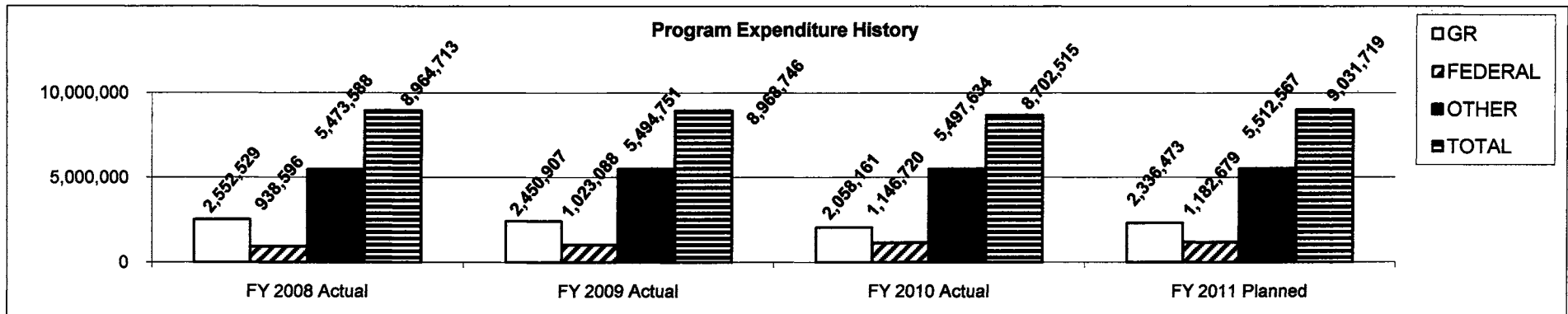
3. Are there federal matching requirements? If yes, please explain.

This program does not have a federal matching requirement; however expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



Note: The FY2009 budget merged the Division of Budget and Finance and the Division of General Services into the Division of Finance and Administrative Services. Below is the historical breakout between divisions.

FY2008

Division of Budget & Finance - \$1,837,014 GR; \$771,190 FF Division of General Services - \$715,515 GR; \$167,406 FF; \$5,473,588 OT

6. What are the sources of the "Other " funds?

Child Support Collections (0169)
Administrative Trust Funds (0545)

7a. Provide an effectiveness measure.

SFY	Average Time Between Invoice and Vendor Payment (Days)	
	Actual	Projected
2008	27	28
2009	26	27
2010	20	24
2011		20
2012		20
2013		20

The Division of Finance and Administrative Services provides support functions for all DSS divisions and programs. Other effectiveness measures can be found in divisional sections.

7b. Provide an efficiency measure.

SFY	Percent of Employees Using Direct Deposit	
	Actual	Projected
2008	98%*	100%
2009	100%	100%
2010	100%	100%
2011		100%
2012		100%
2013		100%

*Effective January 1, 2008 Direct Deposit is mandatory. The 2% are new employees or employees changing banks.

SFY	Average Number of Payment Documents Processed per FTE		
	# of FTE	Actual	Projected
2008	16.5	10,964	10,000
2009	14.5	12,964	10,500
2010	9.0	18,625	10,500
2011	8.0		20,875
2012	7.0		23,900
2013	7.0		23,900

The Division of Finance and Administrative Services provides support functions for all DSS divisions and programs. Other efficiency measures can be found in divisional sections.

7c. Provide the number of clients/individuals served, if applicable.

SFY	Purchasing Requisitions Processed		Travel Expenses Processed	
	Actual	Projected	Actual	Projected
2008	11,340	11,000	32,154	33,000
2009	12,721	11,000	30,742	33,000
2010	*	13,200	25,744	33,000
2011		13,000		24,000
2012		12,700		24,000
2013		12,500		24,000

*Due to employee turnover, purchase requisitions processed were not tracked in FY10.

SFY	Number of Payment Documents Processed	
	Actual	Projected
2008	180,908	180,000
2009	181,491	180,000
2010	167,628	180,000
2011		167,000
2012		167,000
2013		167,000

Support services are provided to over 8,100 departmental employees which includes turnover, part-time and temporary employees.

7d. Provide a customer satisfaction measure, if available.

Revenue Maximization

FY12 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
REVENUE MAXIMATION								
CORE								
EXPENSE & EQUIPMENT								
DEPT OF SOC SERV FEDERAL & OTH	195,000	0.00	250,000	0.00	250,000	0.00	0	0.00
TOTAL - EE	195,000	0.00	250,000	0.00	250,000	0.00	0	0.00
TOTAL	195,000	0.00	250,000	0.00	250,000	0.00	0	0.00
GRAND TOTAL	\$195,000	0.00	\$250,000	0.00	\$250,000	0.00	\$0	0.00

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CORE DECISION ITEM

Department: Social Services
Division: Finance and Administrative Services
Core: Revenue Maximization

Budget Unit: 88817C

1. CORE FINANCIAL SUMMARY

FY 2012 Budget Request				
	GR	Federal	Other	Total
PS				
EE		250,000		250,000
PSD				
TRF				
Total		250,000		250,000
FTE				0.00

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

Note: An "E" is requested for federal funds.

FY 2012 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				
FTE				

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

Note:

2. CORE DESCRIPTION

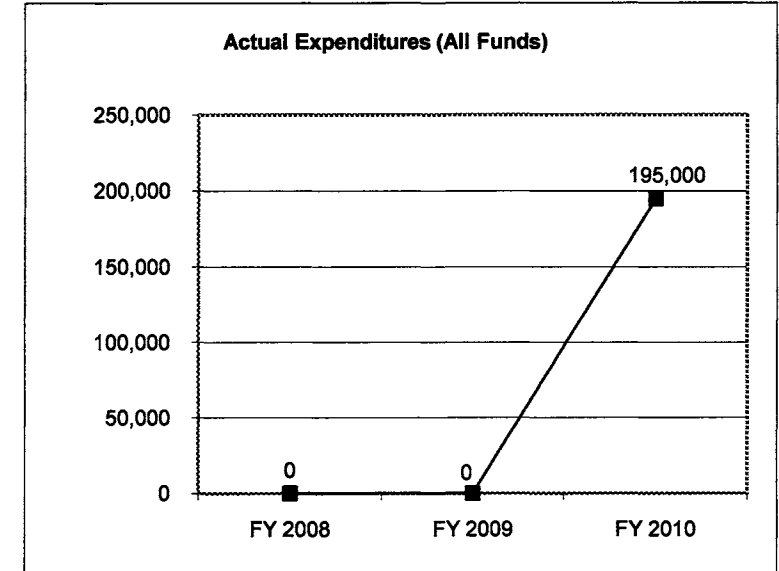
Core budget to provide the Department of Social Services (DSS) with a mechanism for payment of fees to contractors who engage in revenue maximization projects on behalf of the Department.

3. PROGRAM LISTING (list programs included in this core funding)

Revenue Maximization

4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.
Appropriation (All Funds)	1,000,000	1,000,000	250,000	250,000
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	1,000,000	1,000,000	250,000	N/A
Actual Expenditures (All Funds)	0	0	195,000	N/A
Unexpended (All Funds)	1,000,000	1,000,000	55,000	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal	1,000,000	1,000,000	55,000	N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

FY2008 -- \$1,000,000 federal fund agency reserve for authority in excess of cash.

FY2009 -- \$1,000,000 federal fund agency reserve for authority in excess of cash.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

REVENUE MAXIMATION

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES	EE	0.00	0	250,000	0	250,000	
	Total	0.00	0	250,000	0	250,000	
DEPARTMENT CORE REQUEST	EE	0.00	0	250,000	0	250,000	
	Total	0.00	0	250,000	0	250,000	
GOVERNOR'S RECOMMENDED CORE	EE	0.00	0	250,000	0	250,000	
	Total	0.00	0	250,000	0	250,000	

FY12 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
REVENUE MAXIMATION								
CORE								
PROFESSIONAL SERVICES	195,000	0.00	250,000	0.00	250,000	0.00	0	0.00
TOTAL - EE	195,000	0.00	250,000	0.00	250,000	0.00	0	0.00
GRAND TOTAL	\$195,000	0.00	\$250,000	0.00	\$250,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$195,000	0.00	\$250,000	0.00	\$250,000	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Revenue Maximization

Program is found in the following core budget(s): Revenue Maximization

1. What does this program do?

PROGRAM SYNOPSIS: Provides a mechanism to make contingency contract payments on revenue maximization projects.

The Department of Social Services enlists the assistance of private entities that specialize in maximizing federal program dollars and identifying other non-GR sources.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 660.010.

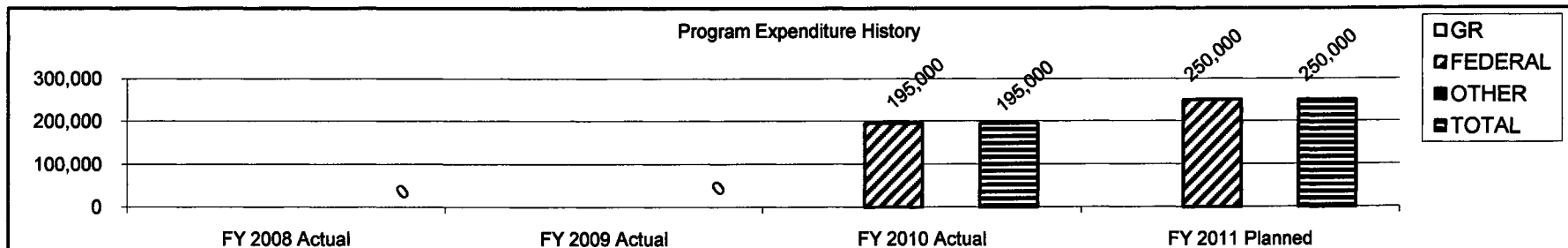
3. Are there federal matching requirements? If yes, please explain.

No. Contractors are paid from new federal funds resulting from successful revenue maximization projects. There may be a state match required to receive the additional funds.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

SFY	Title IV-E New Revenues		Medicaid New Revenues		TANF Revenues	
	Projected	Actual	Projected	Actual	Projected	Actual
2008	\$3,000,000	\$0*	\$5,500,000	\$0		
2009	\$0	\$0*	\$2,000,000	\$0		
2010	\$0	\$0*	\$0	\$31,693,332		\$18,000,000
2011	\$0		\$10,000,000		\$29,500,000	
2012	\$0		\$0		\$0	
2013	\$0		\$0		\$0	

*No "new" revenues have been identified; previous new revenue identified has now become common practice.

7b. Provide an efficiency measure.

SFY	New Annual Revenue per \$1 Cost*	
	Projected	Actual
2008	\$20	\$0**
2009	\$20	\$0**
2010	\$20	\$0.014
2011	\$0.009	
2012	\$0	
2013	\$0	

*Anticipated revenues from fully implemented initiatives

**No contractor payments for current initiatives after not-to-exceed contractor cost cap is reached

7c. Provide the number of clients/individuals served, if applicable.**7d. Provide a customer satisfaction measure, if available.**

Receipts and Disbursements—Refunds

FY12 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
RECEIPT & DISBURSEMENT-REFUNDS								
CORE								
PROGRAM-SPECIFIC								
TITLE XIX-FEDERAL AND OTHER	3,983,361	0.00	1,397,000	0.00	1,397,000	0.00	0	0.00
FEDERAL AND OTHER	11,642	0.00	53,000	0.00	53,000	0.00	0	0.00
TEMP ASSIST NEEDY FAM FEDERAL	539	0.00	25,000	0.00	25,000	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	144,883	0.00	225,000	0.00	225,000	0.00	0	0.00
PHARMACY REBATES	1,600	0.00	25,000	0.00	25,000	0.00	0	0.00
THIRD PARTY LIABILITY COLLECT	237,554	0.00	125,000	0.00	125,000	0.00	0	0.00
PREMIUM	1,813,470	0.00	650,000	0.00	650,000	0.00	0	0.00
TOTAL - PD	6,193,049	0.00	2,500,000	0.00	2,500,000	0.00	0	0.00
TOTAL	6,193,049	0.00	2,500,000	0.00	2,500,000	0.00	0	0.00
GRAND TOTAL	\$6,193,049	0.00	\$2,500,000	0.00	\$2,500,000	0.00	\$0	0.00

CORE DECISION ITEM

Department: Social Services
Division: Finance and Administrative Services
Core: Receipt and Disbursement--Refunds

Budget Unit: 88853C

1. CORE FINANCIAL SUMMARY

FY 2012 Budget Request				
	GR	Federal	Other	Total
PS				
EE				
PSD		1,700,000	800,000	2,500,000
TRF				
Total		<u>1,700,000</u>	<u>800,000</u>	<u>2,500,000</u>
FTE				0.00

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Third Party Liability Collections Fund (0120)
 Premium Fund (0885)
 Pharmacy Rebates (0114)

Note: "E's" are requested in all funds.

FY 2012 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				
FTE				

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

Note:

2. CORE DESCRIPTION

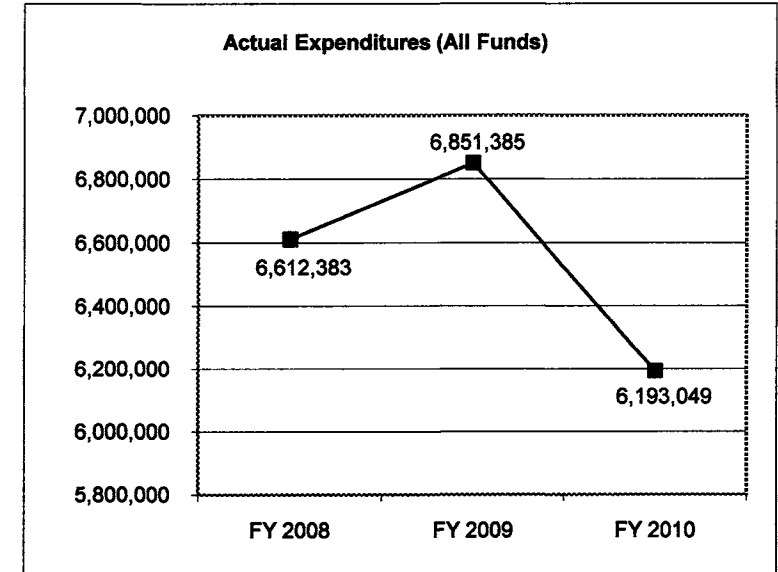
Core budget for the Division of Finance and Administrative Services to manage (refund) incorrectly deposited receipts.

3. PROGRAM LISTING (list programs included in this core funding)

Receipt and Disbursement - Refunds

4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.
Appropriation (All Funds)	2,500,000	2,500,000	2,500,000	2,500,000
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	2,500,000	2,500,000	2,500,000	N/A
Actual Expenditures (All Funds)	6,612,383	6,851,385	6,193,049	N/A
Unexpended (All Funds)	(4,112,383)	(4,351,385)	(3,693,049)	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal	(2,615,957)	(2,802,921)	(2,440,425)	N/A
Other	(1,496,426)	(1,548,464)	(1,252,624)	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

FY2008--"E" increases=\$2,852,000 federal fund (0163); \$125,000 Third Party Liability \$1,455,000 Premiums.

FY2009--"E" increases=\$2,937,000 federal fund (0163); \$10,000 federal fund (0189); \$50,000 Pharmacy Rebates; \$436,650 Third Party Liability; \$1,135,000 Premiums

FY2010--"E" increases=\$2,586,515 federal fund (0163); \$200,000 Third Party Liability; \$1,225,000 Premiums

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

RECEIPT & DISBURSEMENT-REFUNDS

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<hr/>							
TAFP AFTER VETOES	PD	0.00	0	1,700,000	800,000	2,500,000	
	Total	0.00	0	1,700,000	800,000	2,500,000	
<hr/>							
DEPARTMENT CORE REQUEST	PD	0.00	0	1,700,000	800,000	2,500,000	
	Total	0.00	0	1,700,000	800,000	2,500,000	
<hr/>							
GOVERNOR'S RECOMMENDED CORE	PD	0.00	0	1,700,000	800,000	2,500,000	
	Total	0.00	0	1,700,000	800,000	2,500,000	
<hr/>							

FY12 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
RECEIPT & DISBURSEMENT-REFUNDS								
CORE								
REFUNDS	6,193,049	0.00	2,500,000	0.00	2,500,000	0.00	0	0.00
TOTAL - PD	6,193,049	0.00	2,500,000	0.00	2,500,000	0.00	0	0.00
GRAND TOTAL	\$6,193,049	0.00	\$2,500,000	0.00	\$2,500,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$4,140,425	0.00	\$1,700,000	0.00	\$1,700,000	0.00		0.00
OTHER FUNDS	\$2,052,624	0.00	\$800,000	0.00	\$800,000	0.00		0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Receipt and Disbursement--Refunds

Program is found in the following core budget(s): Receipt and Disbursement--Refunds

1. What does this program do?

PROGRAM SYNOPSIS: This appropriation allows the department to make timely deposits of all receipts and then to make refunds or corrections when necessary.

This appropriation allows the department to make timely deposits of all receipts and then to make refunds or corrections when necessary. Pursuing this method creates additional interest earnings for the state treasury. Delaying the deposit of funds increases the chance that funds will be misused. The State Auditor, who routinely reviews the cash receipt function of the department for accuracy and timeliness, endorses prompt deposit of all funds received. This appropriation also affords the division the authority to make correcting payments in the event funds were originally deposited to an inappropriate fund or when refunds to the payer are required due to an original overpayment.

The Department of Social Services receives hundreds of checks daily. Fiscal integrity and internal controls over cash receipts call for prompt deposit of all funds until a determination can be made as to proper deposit or distribution of the funds. A typical transaction would be when insurance companies and/or other parties liable for medical bills of clients reimburse Medicaid for the entire cost of the care rather than only the portion paid by Medicaid. Later, when the proper amount is determined, a refund is issued from this account for the difference. Another frequent use of this appropriation is to refund a portion of the premium paid by a family when they leave the program.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 660.010.

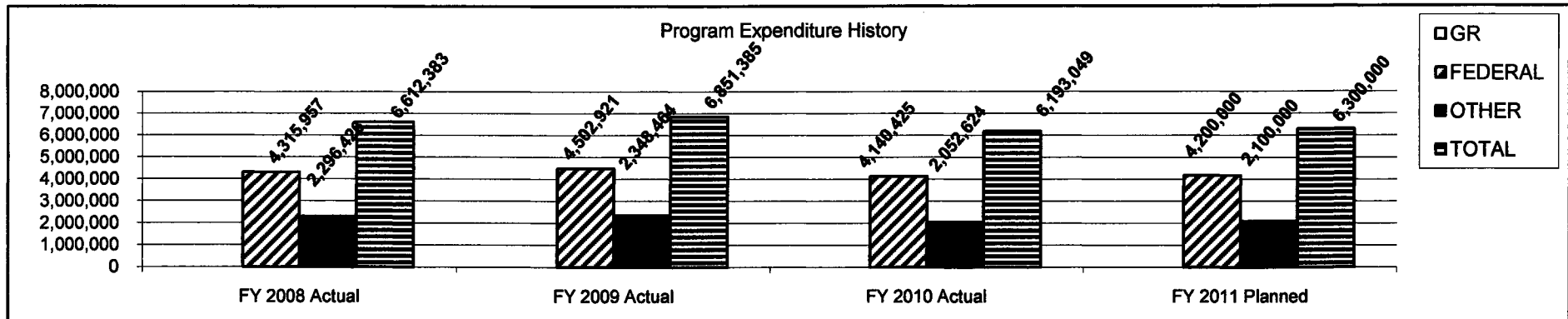
3. Are there federal matching requirements? If yes, please explain.

No.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Pharmacy Rebates (0114), Third Party Liability (0120) and Premiums (0885).

7a. Provide an effectiveness measure.

SFY	Amount of Refunds Processed	
	Actual	Projected
2008	\$6,612,384	\$2,500,000
2009	\$6,851,385	\$2,500,000
2010	\$6,193,049	\$6,500,000
2011		\$6,300,000
2012		\$6,300,000
2013		\$6,300,000

7b. Provide an efficiency measure.

This is an operational appropriation for a pass through funding source. Efficiency measures are not applicable.

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

Neglected and Delinquent Children

FY12 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
NEGLECTED & DELINQUENT CHLDRN									
CORE									
PROGRAM-SPECIFIC									
GENERAL REVENUE	2,156,070	0.00	2,100,000	0.00	2,100,000	0.00	0	0.00	
TOTAL - PD	2,156,070	0.00	2,100,000	0.00	2,100,000	0.00	0	0.00	
TOTAL	2,156,070	0.00	2,100,000	0.00	2,100,000	0.00	0	0.00	
GRAND TOTAL	\$2,156,070	0.00	\$2,100,000	0.00	\$2,100,000	0.00	\$0	0.00	

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CORE DECISION ITEM

Department: Social Services
Division: Finance and Administrative Services
Core: Neglected and Delinquent Children

Budget Unit: 88854C

1. CORE FINANCIAL SUMMARY

FY 2012 Budget Request				
	GR	Federal	Other	Total
PS				
EE				
PSD	2,100,000			2,100,000
TRF				
Total	2,100,000			2,100,000
FTE				0.00

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

FY 2012 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				
FTE				

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

2. CORE DESCRIPTION

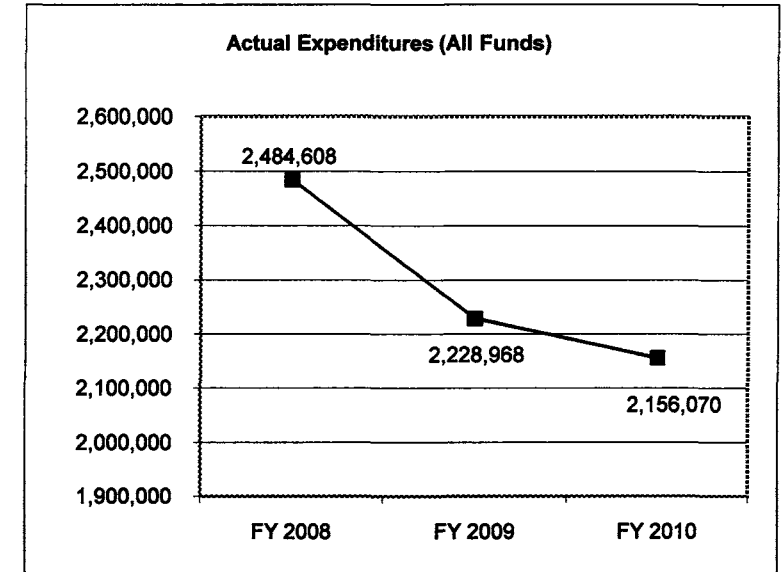
Core budget for state payments to counties for juveniles in county detention centers, pursuant to State Statutes 211.151, 211.156 RSMo.

3. PROGRAM LISTING (list programs included in this core funding)

Payments to counties for neglected and delinquent children.

4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.
Appropriation (All Funds)	3,302,000	3,302,000	2,484,608	2,100,000
Less Reverted (All Funds)		(793,060)	(319,608)	N/A
Budget Authority (All Funds)	3,302,000	2,508,940	2,165,000	N/A
Actual Expenditures (All Funds)	2,484,608	2,228,968	2,156,070	N/A
Unexpended (All Funds)	817,392	279,972	8,930	N/A
Unexpended, by Fund:				
General Revenue	817,392	279,972	8,930	N/A
Federal				N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

NEGLECTED & DELINQUENT CHILDRN

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<hr/>							
TAFP AFTER VETOES	PD	0.00	2,100,000	0	0	2,100,000	
	Total	0.00	2,100,000	0	0	2,100,000	
<hr/>							
DEPARTMENT CORE REQUEST	PD	0.00	2,100,000	0	0	2,100,000	
	Total	0.00	2,100,000	0	0	2,100,000	
<hr/>							
GOVERNOR'S RECOMMENDED CORE	PD	0.00	2,100,000	0	0	2,100,000	
	Total	0.00	2,100,000	0	0	2,100,000	
<hr/>							

FY12 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
NEGLECTED & DELINQUENT CHILDRN								
CORE								
PROGRAM DISTRIBUTIONS	2,156,070	0.00	2,100,000	0.00	2,100,000	0.00	0	0.00
TOTAL - PD	2,156,070	0.00	2,100,000	0.00	2,100,000	0.00	0	0.00
GRAND TOTAL	\$2,156,070	0.00	\$2,100,000	0.00	\$2,100,000	0.00	\$0	0.00
GENERAL REVENUE	\$2,156,070	0.00	\$2,100,000	0.00	\$2,100,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Neglected and Delinquent Children

Program is found in the following core budget(s): Neglected and Delinquent Children

1. What does this program do?

PROGRAM SYNOPSIS: Provides for payments to county youth detention programs for juveniles detained in the juvenile justice system.

Payments are made in accordance with Section 211.156 RSMo. at a daily rate between \$14 and \$37 established by appropriation. The General Assembly appropriated funds for FY11 to provide a daily reimbursement rate of \$14 as authorized by law.

County detention facilities administered locally by the counties and circuit courts are part of the continuum of services designed to protect Missourians from youth that have entered the juvenile justice system. Administration of this reimbursement program became the responsibility of the Division of Budget and Finance, now the Division of Finance and Administrative Services, in FY93 following the transfer of funding from the Office of Administration.

Counties submit reimbursement requests to the Division of Finance and Administrative Services (DFAS) monthly. The DFAS requires the counties to certify in writing that the child for whom reimbursement is requested has been detained in accordance with state statute.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 211.151, 211.156.

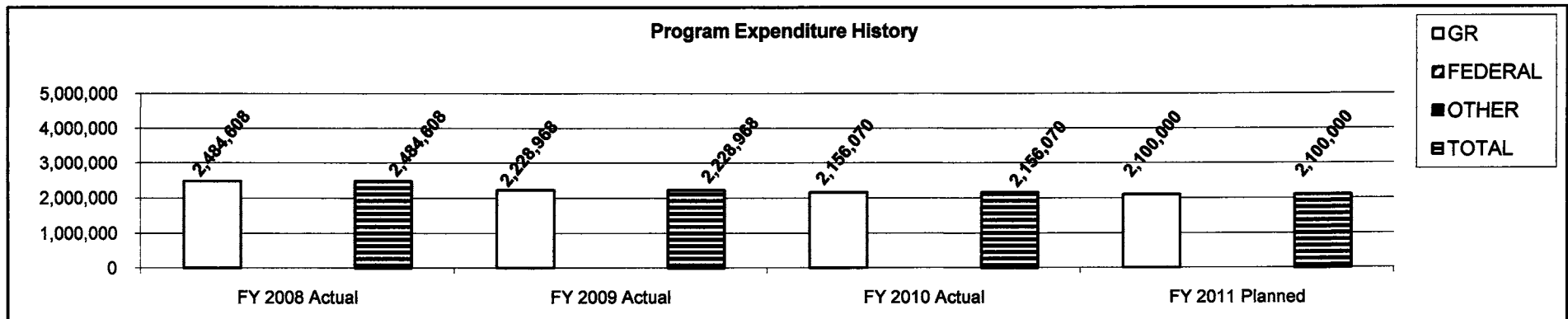
3. Are there federal matching requirements? If yes, please explain.

No.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Effectiveness measures are incorporated in these divisions program description forms.

7b. Provide an efficiency measure.

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Efficiency measures are incorporated in these divisions program description forms.

7c. Provide the number of clients/individuals served, if applicable.

SFY	Number of Detention Days Reimbursed	
	Actual	Projected
2008	177,472	235,857
2009	159,212	235,857
2010	154,005	177,472
2011		154,000
2012		154,000
2013		154,000

7d. Provide a customer satisfaction measure, if available.

Division of Legal Services

FY12 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
DIVISION OF LEGAL SERVICES								
CORE								
PERSONAL SERVICES								
GENERAL REVENUE	1,451,114	37.01	1,569,445	40.62	1,569,445	40.62	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	2,996,322	76.39	3,009,534	68.99	3,009,534	68.99	0	0.00
THIRD PARTY LIABILITY COLLECT	550,570	14.07	552,801	13.29	552,801	13.29	0	0.00
CHILD SUPPORT ENFORCEMENT FUND	165,327	4.23	166,003	3.07	166,003	3.07	0	0.00
TOTAL - PS	5,163,333	131.70	5,297,783	125.97	5,297,783	125.97	0	0.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	29,460	0.00	43,688	0.00	40,003	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	440,526	0.00	665,910	0.00	665,910	0.00	0	0.00
THIRD PARTY LIABILITY COLLECT	53,967	0.00	115,339	0.00	115,339	0.00	0	0.00
TOTAL - EE	523,953	0.00	824,937	0.00	821,252	0.00	0	0.00
TOTAL	5,687,286	131.70	6,122,720	125.97	6,119,035	125.97	0	0.00
GRAND TOTAL	\$5,687,286	131.70	\$6,122,720	125.97	\$6,119,035	125.97	\$0	0.00

CORE DECISION ITEM

Department: Social Services
Division: Legal Services
Core: Legal Services

Budget Unit: 88912C

1. CORE FINANCIAL SUMMARY

FY 2012 Budget Request				
	GR	Federal	Other	Total
PS	1,569,445	3,009,534	718,804	5,297,783
EE	40,003	665,910	115,339	821,252
PSD				
TRF				
Total	1,609,448	3,675,444	834,143	6,119,035
FTE	40.62	68.99	16.36	125.97

Est. Fringe	873,396	1,674,806	400,014	2,948,216
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Third Party Liability Collections Fund (0120)
Child Support Enforcement Collections Fund (0169)

FY 2012 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				
FTE				

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

2. CORE DESCRIPTION

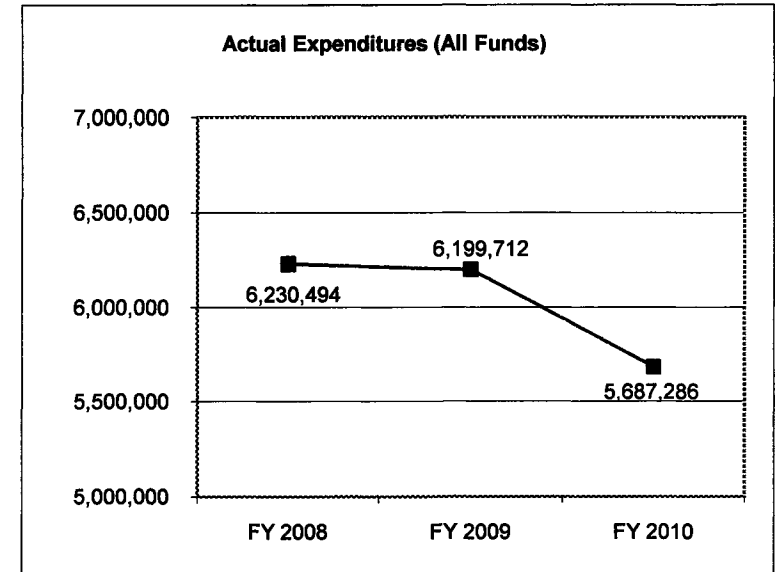
Core funding for the Division of Legal Services (DLS) to provide comprehensive legal support to all program and support divisions in the Department of Social Services.

3. PROGRAM LISTING (list programs included in this core funding)

Division of Legal Services

4. FINANCIAL HISTORY

	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Current Yr.
Appropriation (All Funds)	6,567,382	6,728,479	6,271,047	6,271,047
Less Reverted (All Funds)	(61,202)	(69,301)	(267,243)	N/A
Budget Authority (All Funds)	6,506,180	6,659,178	6,003,804	N/A
Actual Expenditures (All Funds)	6,230,494	6,199,712	5,687,286	N/A
Unexpended (All Funds)	275,686	459,466	316,518	N/A
Unexpended, by Fund:				
General Revenue	7,231	59,386	13,643	N/A
Federal	248,498	324,681	238,596	N/A
Other	19,957	75,399	64,279	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

FY2008

\$207,218 Federal Fund agency reserve for authority in excess of cash.

FY2009

\$267,218 Federal Fund agency reserve for authority in excess of cash.

\$58,948 Third Party Liability fund agency reserve.

FY2010

\$218,710 Federal Fund agency reserve for authority in excess of cash.

\$58,948 Third Party Liability fund agency reserve.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF LEGAL SERVICES

5. CORE RECONCILIATION DETAIL

				Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES										
				PS	125.97	1,569,445	3,009,534	718,804	5,297,783	
				EE	0.00	43,688	665,910	115,339	824,937	
				Total	125.97	1,613,133	3,675,444	834,143	6,122,720	
DEPARTMENT CORE ADJUSTMENTS										
Core Reduction	1004	6354	EE	0.00	(3,685)	0	0	0	(3,685)	FY11 expenditure restriction for mileage and professional services
Core Reallocation	123	2964	PS	(0.00)	0	0	0	0	0	
Core Reallocation	123	6353	PS	0.00	0	0	0	0	0	
Core Reallocation	123	2790	PS	0.00	0	0	0	0	(0)	
Core Reallocation	123	1009	PS	0.00	0	0	0	0	0	
NET DEPARTMENT CHANGES					0.00	(3,685)	0	0	(3,685)	
DEPARTMENT CORE REQUEST										
				PS	125.97	1,569,445	3,009,534	718,804	5,297,783	
				EE	0.00	40,003	665,910	115,339	821,252	
				Total	125.97	1,609,448	3,675,444	834,143	6,119,035	
GOVERNOR'S RECOMMENDED CORE										
				PS	125.97	1,569,445	3,009,534	718,804	5,297,783	
				EE	0.00	40,003	665,910	115,339	821,252	
				Total	125.97	1,609,448	3,675,444	834,143	6,119,035	

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88912C	DEPARTMENT: Social Services
BUDGET UNIT NAME: Division of Legal Services	DIVISION: Legal Services

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	\$5,297,783	25%	\$1,324,445
	E&E	\$821,252	25%	\$205,313
<i>Total Request</i>		\$6,119,035		\$1,529,758

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 25% flexibility for all funds between personal services and expense and equipment.	25% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
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25% flexibility granted for all appropriations, funds were not utilized.

Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

FY12 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
DIVISION OF LEGAL SERVICES								
CORE								
ADMIN OFFICE SUPPORT ASSISTANT	135,194	4.58	119,712	4.50	129,800	4.00	0	0.00
OFFICE SUPPORT ASST (KEYBRD)	281,127	12.25	283,780	12.00	281,900	11.00	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	324,857	12.94	313,618	12.00	324,600	12.00	0	0.00
RESEARCH ANAL I	33,420	1.00	33,419	1.00	33,420	1.00	0	0.00
EXECUTIVE I	23,051	0.74	31,176	1.00	31,176	1.00	0	0.00
PROGRAM DEVELOPMENT SPEC	42,504	1.00	42,505	1.00	42,505	1.00	0	0.00
CLAIMS & RESTITUTION TECH I	98,208	3.01	98,208	3.01	98,208	3.00	0	0.00
CLAIMS & RESTITUTION TECH II	34,032	1.00	34,031	0.99	34,032	1.00	0	0.00
INVESTIGATOR I	97,480	2.97	98,830	3.00	96,080	3.00	0	0.00
INVESTIGATOR II	799,276	20.97	835,581	21.00	824,489	18.00	0	0.00
INVESTIGATOR III	646,716	15.59	722,724	15.00	719,325	15.00	0	0.00
INVESTIGATION MGR B1	134,610	3.00	132,934	3.00	133,690	2.97	0	0.00
DIVISION DIRECTOR	91,800	1.00	91,800	1.00	91,800	1.00	0	0.00
DEPUTY DIVISION DIRECTOR	78,623	1.12	71,941	1.00	71,940	1.00	0	0.00
LEGAL COUNSEL	1,198,307	24.68	1,304,251	23.01	1,227,900	24.51	0	0.00
HEARINGS OFFICER	805,266	18.00	763,678	16.51	815,356	18.00	0	0.00
CLERK	10,200	0.50	19,593	0.50	11,960	0.50	0	0.00
TYPIST	11,697	0.47	19,531	1.00	20,000	0.49	0	0.00
MISCELLANEOUS PROFESSIONAL	77,965	1.23	71,467	0.48	76,115	1.50	0	0.00
SPECIAL ASST PROFESSIONAL	71,112	1.00	71,111	0.99	71,940	1.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	124,122	3.75	107,881	2.99	130,464	4.00	0	0.00
INVESTIGATOR	43,766	0.90	30,012	0.99	31,083	1.00	0	0.00
TOTAL - PS	5,163,333	131.70	5,297,783	125.97	5,297,783	125.97	0	0.00
TRAVEL, IN-STATE	43,494	0.00	83,124	0.00	67,440	0.00	0	0.00
TRAVEL, OUT-OF-STATE	609	0.00	3,713	0.00	3,713	0.00	0	0.00
SUPPLIES	195,875	0.00	201,573	0.00	204,571	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	25,340	0.00	37,754	0.00	35,754	0.00	0	0.00
COMMUNICATION SERV & SUPP	103,068	0.00	108,699	0.00	125,699	0.00	0	0.00
PROFESSIONAL SERVICES	102,071	0.00	271,873	0.00	272,871	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	739	0.00	100	0.00	100	0.00	0	0.00
M&R SERVICES	27,966	0.00	50,774	0.00	47,774	0.00	0	0.00
MOTORIZED EQUIPMENT	11,500	0.00	32,594	0.00	29,594	0.00	0	0.00

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FY12 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
DIVISION OF LEGAL SERVICES								
CORE								
OFFICE EQUIPMENT	3,175	0.00	15,070	0.00	13,720	0.00	0	0.00
OTHER EQUIPMENT	2,691	0.00	10,000	0.00	10,000	0.00	0	0.00
PROPERTY & IMPROVEMENTS	35	0.00	500	0.00	500	0.00	0	0.00
BUILDING LEASE PAYMENTS	370	0.00	0	0.00	380	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	2,144	0.00	3,163	0.00	3,163	0.00	0	0.00
MISCELLANEOUS EXPENSES	4,876	0.00	6,000	0.00	5,973	0.00	0	0.00
TOTAL - EE	523,953	0.00	824,937	0.00	821,252	0.00	0	0.00
GRAND TOTAL	\$5,687,286	131.70	\$6,122,720	125.97	\$6,119,035	125.97	\$0	0.00
GENERAL REVENUE	\$1,480,574	37.01	\$1,613,133	40.62	\$1,609,448	40.62		0.00
FEDERAL FUNDS	\$3,436,848	76.39	\$3,675,444	68.99	\$3,675,444	68.99		0.00
OTHER FUNDS	\$769,864	18.30	\$834,143	16.36	\$834,143	16.36		0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Division of Legal Services

Program is found in the following core budget(s): Division of Legal Services

1. What does this program do?

The Division of Legal Services (DLS) provides comprehensive legal support to all programs and support divisions in the Department of Social Services (DSS) to assist these agencies in accomplishing the Department's goals and objectives.

DLS is functionally organized into four major sections:

Litigation

The Litigation Section provides legal counsel and representation to the Department of Social Services and its separate divisions. The Chief Counsel for Litigation administers the section and assists the division director in providing legal assistance and advice to the DSS Director to ensure that the programs and policies of the department are implemented in the manner provided by law. Litigation attorneys are based in offices in Jefferson City, St. Louis, Independence and Springfield.

The primary focus of the litigation attorneys is to provide legal representation to the Children's Division (CD) in Juvenile Court to support the children in achieving safe, stable, permanent homes. Additional duties include:

- providing legal advice and representation to the child abuse and neglect hotline system, and by defending the decisions made by the department in Circuit Court;
- providing competent and zealous litigation support to CD in child abuse and neglect investigations enhancing the effectiveness of that program by ensuring that perpetrators of abuse and neglect are properly identified in the Central Registry;
- providing legal advice, training and courtroom representation for CD in the Juvenile and Circuit Courts of the State;
- providing legal advice and representation to CD on matters relating to licensure of foster homes including actions pertaining to sanctioning of these entities;
- providing legal research to the Department's General Counsel and the program divisions;
- reviewing proposed legislation and preparing fiscal notes;
- assisting in the review and drafting of contracts between divisions and nongovernment service providers;
- reviewing and drafting memorandums of understanding between the department/divisions and other governmental entities;
- providing legal advice and courtroom representation to the Division of Youth Services to assure that its mission of addressing the needs of delinquent youth is attained;
- providing legal advice and counsel to the MOHealthnet Division in administering the MOHealthnet program;
- providing legal advice, representation and counsel to the Family Support Division in administering the income maintenance and child support programs;
- serving as a liaison between the Department and its divisions and the Missouri Attorney General's Office on cases involving litigation involving the Department; and
- providing legal advice and counsel to the other support divisions within the department.

Administrative Hearings

The Administrative Hearings Section is comprised of hearing officers based in Jefferson City, St. Louis and Independence who conduct hearings related to child support enforcement and public benefits. The licensed attorneys who conduct child support hearings are qualified and trained to provide full and fair hearings in all facets of the child support process, including enforcement, establishment, and modification of administrative child support orders.

Hearing officers within the Administrative Hearings Section also provide full and fair administrative hearings for public benefit and service recipients who are challenging a decision of the Family Support Division or the MOHealthNet Division. These due process hearings provide a forum for determining whether the denial or termination of public benefits or services was justified. Providing full and fair administrative hearings and rendering decisions expeditiously, these hearing officers are able to provide due process to all participants and promote the integrity of state programs, including food stamps, cash assistance, and medical assistance programs.

Hearing officers also hear provider appeals of Children's Divisions' decisions to deny or revoke the registration of child care providers from the state's childcare subsidy program and conduct hearings on adoption and foster home licensure.

Investigations

The Investigation Section is divided into four units: Welfare Investigations, MO HealthNet Investigations, Claims and Restitution, and General Assignment Unit.

The Welfare Investigation Unit (WIU) investigates fraud and abuse committed by public assistance recipients. WIU is divided into five regions -- Kansas City, St. Louis, Jefferson City, Springfield and Sikeston.

MO HealthNet Program fraud and abuse committed by recipients is investigated by the MO HealthNet Investigation Unit (MHIU). The MHIU is responsible for the investigation, identification and collection of evidence for use in criminal and civil prosecutions relating to Recipient MO HealthNet Program fraud and abuse. MHIU is also responsible for MO HealthNet provider compliance investigations including overpayments, denial of enrollments, and program sanctions. The MHIU is involved with two multi-agency (federal and state) task forces in an effort to prosecute cases of fraud and abuse of medical entitlement programs.

The Claims and Restitution (C&R) unit operates and manages the Claims Accounting Restitution System (CARS). The CARS system tracks the establishment and collection efforts in all claims in the public assistance programs administered by DSS. The C&R unit also administers the Treasury Offset Program (TOP). The TOP provides for the intercept of individuals' federal income tax returns to satisfy outstanding food stamp overpayments.

The General Assignment Unit (GAU) is divided into two sub-units: Special Assignment Unit (SAU) and Location and Tracking Unit (LTU). The SAU is responsible for conducting criminal, personnel, and internal investigations to strengthen departmental integrity and for furnishing technical support and investigative assistance to the various DSS divisions in their administration and control of departmental programs. The LTU locates persons owing monies to the Department of Social Services, as well as other state agencies, identifies their resources, initiates collection actions, monitors payments and takes appropriate action on delinquent accounts, conducts background investigations and associated research in support of DSS investigations and conducts background checks on prospective DSS employees.

State Technical Assistance Team

The State Technical Assistance Team (STAT) assists in the investigation of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality cases, as described in Sections 660.520 to 660.527, RSMo, upon the request of local, state or federal law enforcement, prosecuting officials, Department of Social Services staff, representatives of the family courts, medical examiner, coroner or juvenile officer. As licensed peace officers by the Director of the Department of Public Safety pursuant to Chapter 590, RSMo, STAT investigators are deemed peace officers and have powers of arrest, limited to offenses involving child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality. STAT assists county multidisciplinary teams in the development and implementation of protocols for the investigation and prosecution of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality.

STAT also manages Missouri's Child Fatality Review Program (RSMo 210.192, et. al.) with multidisciplinary panels in 114 counties and the City of St. Louis. Based on information received, risks to children are identified and prevention strategies are developed.

DLS also coordinates the department's compliance with the federal Health Insurance Portability and Accountability Act (HIPPA). HIPPA requires that the department has a privacy officer to oversee the department's implementation of HIPPA standards within the department, training of department employees on HIPPA standards and the continuous compliance with the rules.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Chapters 58, 194, 205, 207, 208, 210, 211, 219, 452, 453, 454, 455, 456, 473, 621, 660 RSMo.; Medicaid 42 USC Chapter 7 subchapter XIX, Section 1396; 20 CFR404 1001-1096; 1501-1675 subchapter 8(1,2); 42 CFR440-441,483; 45 CFR205 and 206; TANF 45 CFR 233, 261, 262; 7 CFR 273.15; 7 CFR 273.16(e); 45 CFR 303.101; 45 CFR 302.50; 45 CFR 302.70 (2); 45 CFR 303.8(B); 45 CFR 303.100; 45 CFR 303.105; 7 CFR Section 273.18; 42 CFR Section 456.3(a); CFR Section 456.1-456.23; 42 USC Section 5106a; 42 USC Sections 670-680.

3. Are there federal matching requirements? If yes, please explain.

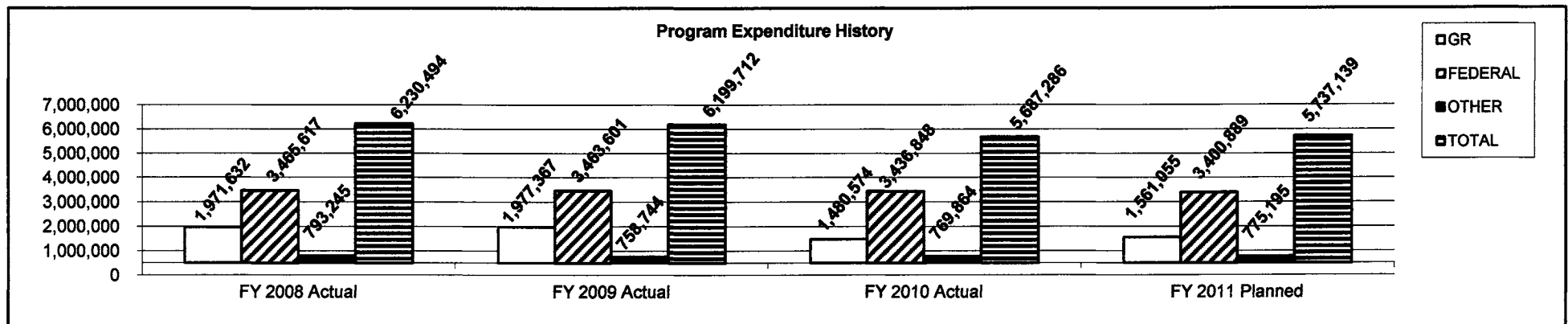
Federal matching requirements depend on the program DLS is supporting. For example, expenditures related to seeking permanency for children in the care and custody of the Children's Division could be eligible for the IV-E administrative match of 50% federal/50% state. Other expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

Yes, in some areas. The Division of Legal Services (DLS) performs administrative hearings for the following federally mandated programs: MO HealthNet, TANF, Food Stamps and Child Support. DLS provides investigation services for food stamp fraud, claims and restitution and MO HealthNet fraud. The litigation section manages cases related to MO HealthNet utilization, child protection and permanency planning in the areas of foster care, adoption and reunification.

A complete list of federal mandates can be found with each program description in the Divisions that administer the above listed programs.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Third Party Liability Fund and Child Support Enforcement Collections.

7a. Provide an effectiveness measure.

Average number of Months between Permanency Planning Case Assignment to Attorney and Closure		
SFY	Actual	Projected
2008	11.0	15.0
2009	11.0	15.0
2010	14.0	15.0
2011		12.0
2012		12.0
2013		12.0

7b. Provide an efficiency measure.

Annual Amount of Collections of Claims for Overpayment of Public Assistance		
SFY	Actual	Projected
2008	\$1.3 million	\$1.5 million
2009	\$1.3 million	\$1.5 million
2010	\$1.2 million	\$1.5 million
2011		\$1.5 million
2012		\$1.5 million
2013		\$1.5 million

Annual Number of Recipient Fraud and Abuse Cases Conducted by the MO HealthNet Investigations Unit (MHIU)		
SFY	Actual	Projected
2008	1,676	1,600
2009	1,577	1,600
2010	1,155	1,600
2011		1,600
2012		1,600
2013		1,600

Average Number of Days between the date a Child Support Hearing Request is Received to the Date of the Hearing		
SFY	Actual	Projected
2008	164	173
2009	186	155
2010	201	137
2011		200
2012		200
2013		200

7c. Provide the number of clients/individuals served, if applicable.

SFY	Number of Protective Service cases closed		Hearing Section Decisions		Investigations Concluded (Investigation Section)		Criminal Investigation Concluded (STAT)	
	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected
2008	1,878	1,450	20,821	24,000	6,624	6,500	249	250
2009	1,491	1,450	22,877	24,000	6,339	6,500	198*	250
2010	1,434	1,450	23,584	24,000	6,320	6,500	202	250
2011		1,450		26,000		6,500		225
2012		1,450		26,000		6,500		225
2013		1,450		26,000		6,500		225

*Reduced numbers reflect a growing trend of more complex general child abuse and child fatality cases crossing over into the field of high technology, requiring multiple investigator involvement and increased manpower hours per case.

7d. Provide a customer satisfaction measure, if available.

